

HAWAII STATE DEPARTMENT OF EDUCATION
PROCUREMENT AND CONTRACTS BRANCH

September 17, 2026

INVITATION FOR BIDS

Number IFB D26-172

SEALED BIDS

TO

FURNISH AND DELIVER SCHOOL AND LIBRARY FURNITURE

FOR

**THE HAWAII STATE DEPARTMENT OF EDUCATION AND
THE HAWAII STATE PUBLIC LIBRARY SYSTEMS (HSPLS), STATEWIDE**

**will be received through the State of Hawaii eProcurement System (HlePRO) at
<https://hiepro.ehawaii.gov/welcome.html> until 4:30 p.m., Hawaii Standard Time (HST)**

on

October 22, 2026

Offerors interested in responding to this electronic solicitation must be registered on the HlePRO (<https://hiepro.ehawaii.gov/welcome.html>) in order to participate in this procurement. Registration is free. Once registered, Offerors can login to view and respond to the HlePRO solicitation.

September 24, 2026, at or before 4:30 p.m. (HST): Interested parties **must email a copy** of request(s) for pre-qualification of acceptable products and specifications literature to the Hawaii State Department of Education, Procurement and Contract Branch, via email to DOE-Procurement@k12.hi.us. (Refer to Special Conditions No. 18 Pre-Approved Acceptable Products, Page SC-4 and SC-5)

Questions relating to this solicitation may be directed to Kanako Tamashiro, Procurement and Contracts Support Specialist, at telephone (808) 675-0130, via facsimile (808) 675-0133, or via email at kanako.tamashiro@k12.hi.us.

FURNISH AND DELIVER SCHOOL AND LIBRARY FURNITURE FOR THE HAWAII STATE DEPARTMENT
OF EDUCATION AND THE HAWAII STATE PUBLIC LIBRARY SYSTEMS (HSPLS), STATEWIDE
IFB D26-172

OFFER PAGE OF-1

Exact Legal Name of Offeror, including "dba" or "division" of a corporation (furnish the exact legal name of the entity under which an awarded contract, if any, will be executed):			
Address: Principal Place of Business (may not be a P.O. Box):			
Mailing Address (only if different):			
Payment Address (only if different)			
Offeror's Primary Contact Person: Name			
Title			
Telephone Number		Fax Number	
Email Address			
Federal Tax Identification Number:			
State of Hawaii General Excise Tax License Number:			
Type of Business Entity (check one):	☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ Joint Venture ☐ Limited Liability Company ☐ Other _____		
Names of all Offeror's parent, affiliate and subsidiary organizations:			
Offeror is either:	☐ A Hawaii business incorporated or organized under the laws of the State of Hawaii; OR ☐ A Compliant Non-Hawaii business incorporated or organized under the laws of the State of _____ on (date) _____, and, if applicable, registered with the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division to do business in the State of Hawaii.		

The undersigned has carefully read and understands the terms and conditions specified herein and hereby submits the following offer to provide the goods and/or perform the work specified herein, all in accordance with the true intent and meaning thereof, and further that the Offeror shall comply with all terms, conditions and requirements of the solicitation. The undersigned further understands and agrees that by submitting this offer, 1) the undersigned is declaring the undersigned's offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) the undersigned is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Authorized (Original in ink) Signature

Name (printed)

Title

Date

OFFEROR:		Oahu					Hawaii					Maui, Molokai, and Lanai					Kauai				
Item Number	Description	Manufacturer's or Brand Name	Model Series or Product Number	Estimated Quantity	Unit Bid Price	Total Bid Price	Manufacturer's or Brand Name	Model Series or Product Number	Estimated Quantity	Unit Bid Price	Total Bid Price	Manufacturer's or Brand Name	Model Series or Product Number	Estimated Quantity	Unit Bid Price	Total Bid Price	Manufacturer's or Brand Name	Model Series or Product Number	Estimated Quantity	Unit Bid Price	Total Bid Price
GROUP 1: CLASSROOM FURNITURE																					
STUDENT CHAIR																					
1	Student Chair																				
1a	12 inches			120		\$ -			20		\$ -			20		\$ -			6		\$ -
1b	14 inches			600		\$ -			200		\$ -			200		\$ -			60		\$ -
1c	16 inches			1,200		\$ -			600		\$ -			600		\$ -			300		\$ -
1d	18 inches			2,400		\$ -			1,200		\$ -			1,200		\$ -			600		\$ -
1e	Extra Large (18 or more inches)			600		\$ -			200		\$ -			200		\$ -			100		\$ -
	TOTAL SUM BID PRICE, Item 1:					\$ -					\$ -					\$ -					\$ -
Cantilevered Leg Student Chair																					
2	Cantilevered Leg Student Chair																				
2a	14 inches high			15		\$ -			6		\$ -			6		\$ -			6		\$ -
2b	16 inches high			15		\$ -			6		\$ -			6		\$ -			6		\$ -
2c	18 inches high			60		\$ -			15		\$ -			15		\$ -			15		\$ -
	TOTAL SUM BID PRICE, Item 2:					\$ -					\$ -					\$ -					\$ -
Mobile Student Swivel Task Chair																					
3	Mobile Student Swivel Task Chair																				
3a	With Glides			60		\$ -			30		\$ -			30		\$ -			20		\$ -
3b	With Casters			240		\$ -			120		\$ -			120		\$ -			60		\$ -
	TOTAL SUM BID PRICE, Item 3:					\$ -					\$ -					\$ -					\$ -
Mobile Student Swivel Seatback Lab Stool																					
4	Mobile Student Swivel Seatback Lab Stool																				
4a	With Glides			30		\$ -			15		\$ -			15		\$ -			10		\$ -
4b	With Casters			120		\$ -			60		\$ -			60		\$ -			30		\$ -
	TOTAL SUM BID PRICE, Item 4:					\$ -					\$ -					\$ -					\$ -
Soft Plastic Seat Stool																					
5	Soft Plastic Seat Stool																				
5a	19 inches to 24 inches high			360		\$ -			120		\$ -			120		\$ -			60		\$ -
5b	25 inches to 30 inches high			180		\$ -			60		\$ -			60		\$ -			30		\$ -
	TOTAL SUM BID PRICE, Item 5:					\$ -					\$ -					\$ -					\$ -
Hard Plastic Seat Stool																					
6	Hard Plastic Seat Stool																				
6a	19 inches to 24 inches high			360		\$ -			120		\$ -			120		\$ -			60		\$ -
6b	25 inches to 30 inches high			180		\$ -			60		\$ -			60		\$ -			30		\$ -
	TOTAL SUM BID PRICE, Item 6:					\$ -					\$ -					\$ -					\$ -
STUDENT DESK																					
7	Single-Student Desk																				
7a	Plywood with Laminate Top No Book box			240		\$ -			120		\$ -			120		\$ -			60		\$ -
7b	Plywood with Laminate Top With Book box			180		\$ -			90		\$ -			90		\$ -			45		\$ -
7c	Hard Plastic Top No Book box			480		\$ -			240		\$ -			240		\$ -			120		\$ -
7d	Hard Plastic Top With Book box			240		\$ -			120		\$ -			120		\$ -			60		\$ -
	TOTAL SUM BID PRICE, Item 7:					\$ -					\$ -					\$ -					\$ -
Cantilevered Leg Student Desk																					
8	Cantilevered Leg Student Desk																				

OFFEROR:		Oahu					Hawaii					Maui, Molokai, and Lanai					Kauai				
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8a	Plywood with Laminate Worksurface 25 inches high			15		\$ -			6		\$ -			6		\$ -			6		\$ -
8b	Plywood with Laminate Worksurface 27 inches high			15		\$ -			6		\$ -			6		\$ -			6		\$ -
8c	Plywood with Laminate Worksurface 29 inches high			30		\$ -			15		\$ -			15		\$ -			15		\$ -
8d	Hard Plastic Worksurface 25 inches high			15		\$ -			6		\$ -			6		\$ -			6		\$ -
8e	Hard Plastic Worksurface 27 inches high			15		\$ -			6		\$ -			6		\$ -			6		\$ -
8f	Hard Plastic Worksurface 29 inches high			60		\$ -			15		\$ -			15		\$ -			15		\$ -
TOTAL SUM BID PRICE, Item 8:						\$ -					\$ -					\$ -					\$ -
9	Single-Student Desk with T-Legs																				
9a	Plywood with Laminate Worksurface No Book box			60		\$ -			30		\$ -			30		\$ -			15		\$ -
9b	Plywood with Laminate Worksurface With Book box			60		\$ -			30		\$ -			30		\$ -			15		\$ -
9c	Hard Plastic Worksurface No Book box			60		\$ -			30		\$ -			30		\$ -			15		\$ -
9d	Hard Plastic Worksurface With Book box			60		\$ -			30		\$ -			30		\$ -			15		\$ -
TOTAL SUM BID PRICE, Item 9:						\$ -					\$ -					\$ -					\$ -
10	Single-Student Desk with Horseshoe Legs																				
10a	Plywood with Laminate Worksurface No Book box			60		\$ -			30		\$ -			30		\$ -			15		\$ -
10b	Plywood with Laminate Worksurface With Bookbox			60		\$ -			30		\$ -			30		\$ -			15		\$ -
10c	Hard Plastic Worksurface No Book box			60		\$ -			30		\$ -			30		\$ -			15		\$ -
10d	Hard Plastic Worksurface With Book box			60		\$ -			30		\$ -			30		\$ -			15		\$ -
TOTAL SUM BID PRICE, Item 10:						\$ -					\$ -					\$ -					\$ -
11	Double-Student Desk with T-Legs																				
11a	No Book box			120		\$ -			60		\$ -			45		\$ -			15		\$ -
11b	Includes two (2) Book boxes			120		\$ -			60		\$ -			45		\$ -			15		\$ -
TOTAL SUM BID PRICE, Item 11:						\$ -					\$ -					\$ -					\$ -
12	Double-Student Desk with Horseshoe Legs																				
12a	No Book box			90		\$ -			45		\$ -			30		\$ -			15		\$ -
12b	Two (2) Book boxes			90		\$ -			45		\$ -			30		\$ -			15		\$ -
TOTAL SUM BID PRICE, Item 12:						\$ -					\$ -					\$ -					\$ -
STUDENT CHAIR-DESK (COMBO)																					
13	Student Chair-Desk Combo																				
13a	Plywood with Laminate Worksurface Four (4) Glides			30		\$ -			15		\$ -			15		\$ -			15		\$ -
13b	Plywood with Laminate Worksurface Two (2) Glides, Two (2) Casters (Wheelbarrow-Style)			30		\$ -			15		\$ -			15		\$ -			15		\$ -
13c	Plywood with Laminate Worksurface Four (4) Casters			30		\$ -			15		\$ -			15		\$ -			15		\$ -
13d	Hard Plastic Worksurface Four (4) Glides			30		\$ -			15		\$ -			15		\$ -			15		\$ -
13e	Hard Plastic Worksurface Two (2) Glides, Two (2) Casters (Wheelbarrow-Style)			30		\$ -			15		\$ -			15		\$ -			15		\$ -
13f	Hard Plastic Worksurface Four (4) Casters			30		\$ -			15		\$ -			15		\$ -			15		\$ -
TOTAL SUM BID PRICE, Item 13:						\$ -					\$ -					\$ -					\$ -
14	Hard Plastic Two (2)-Piece Tablet Arm Student Chair-Desk Combo																				
14a	Plywood with Laminate Worksurface			60		\$ -			30		\$ -			30		\$ -			15		\$ -

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14b	Hard Plastic Worksurface			60		\$ -			30		\$ -			30		\$ -			15		\$ -
TOTAL SUM BID PRICE, Item 14:		\$ -					\$ -					\$ -					\$ -				
ACTIVITY TABLE																					
15	Activity Table																				
15a	42 inches Round			15		\$ -			10		\$ -			10		\$ -			5		\$ -
15b	48 inches Round			15		\$ -			10		\$ -			10		\$ -			5		\$ -
15c	42 inches Square			15		\$ -			10		\$ -			10		\$ -			5		\$ -
15d	48 inches Square			15		\$ -			10		\$ -			10		\$ -			5		\$ -
15e	24 inches by 48 inches Rectangle			20		\$ -			15		\$ -			15		\$ -			8		\$ -
15f	24 inches by 54 inches Rectangle			30		\$ -			15		\$ -			15		\$ -			8		\$ -
15g	24 inches by 60 inches Rectangle			20		\$ -			10		\$ -			10		\$ -			5		\$ -
15h	30 inches by 48 inches Rectangle			20		\$ -			10		\$ -			10		\$ -			5		\$ -
15i	30 inches by 54 inches Rectangle			30		\$ -			15		\$ -			15		\$ -			8		\$ -
15j	30 inches by 60 inches Rectangle			60		\$ -			30		\$ -			30		\$ -			15		\$ -
15k	30 inches by 72 inches Rectangle			30		\$ -			15		\$ -			15		\$ -			8		\$ -
15l	36 inches by 48 inches Rectangle			30		\$ -			15		\$ -			15		\$ -			8		\$ -
15m	36 inches by 54 inches Rectangle			30		\$ -			15		\$ -			15		\$ -			8		\$ -
15n	36 inches by 60 inches Rectangle			30		\$ -			15		\$ -			15		\$ -			8		\$ -
15o	36 inches by 72 inches Rectangle			60		\$ -			30		\$ -			30		\$ -			15		\$ -
15p	30 inches by 30 inches by 60 inches Trapezoid			30		\$ -			10		\$ -			10		\$ -			5		\$ -
15q	48 inches by 72 inches Kidney			30		\$ -			10		\$ -			10		\$ -			5		\$ -
15r	60 inches by 66 inches Horseshoe (U-Shape)			30		\$ -			5		\$ -			5		\$ -			3		\$ -
TOTAL SUM BID PRICE, Item 15:		\$ -					\$ -					\$ -					\$ -				
16	Mobile Activity Table																				
16a	42 inches Round			20		\$ -			10		\$ -			10		\$ -			5		\$ -
16b	48 inches Round			20		\$ -			10		\$ -			10		\$ -			5		\$ -
16c	42 inches Square			20		\$ -			10		\$ -			10		\$ -			5		\$ -
16d	48 inches Square			20		\$ -			10		\$ -			10		\$ -			5		\$ -
16e	24 inches by 48 inches Rectangle			60		\$ -			20		\$ -			20		\$ -			10		\$ -
16f	24 inches by 54 inches Rectangle			80		\$ -			30		\$ -			30		\$ -			15		\$ -
16g	24 inches by 60 inches Rectangle			60		\$ -			20		\$ -			20		\$ -			10		\$ -
16h	30 inches by 48 inches Rectangle			60		\$ -			20		\$ -			20		\$ -			10		\$ -
16i	30 inches by 54 inches Rectangle			120		\$ -			45		\$ -			45		\$ -			20		\$ -
16j	30 inches by 60 inches Rectangle			120		\$ -			45		\$ -			45		\$ -			20		\$ -
16k	30 inches by 72 inches Rectangle			60		\$ -			20		\$ -			20		\$ -			10		\$ -
16l	36 inches by 48 inches Rectangle			40		\$ -			15		\$ -			15		\$ -			8		\$ -
16m	36 inches by 54 inches Rectangle			40		\$ -			15		\$ -			15		\$ -			8		\$ -
16n	36 inches by 60 inches Rectangle			40		\$ -			20		\$ -			20		\$ -			10		\$ -
16o	36 inches by 72 inches Rectangle			80		\$ -			40		\$ -			40		\$ -			20		\$ -
16p	30 inches by 30 inches by 60 inches Trapezoid			20		\$ -			10		\$ -			10		\$ -			5		\$ -
16q	48 inches by 72 inches Kidney			20		\$ -			10		\$ -			10		\$ -			5		\$ -
16r	60 inches by 66 inches Horseshoe (U-Shape)			20		\$ -			10		\$ -			10		\$ -			5		\$ -
TOTAL SUM BID PRICE, Item 16:		\$ -					\$ -					\$ -					\$ -				

OFFEROR:		Oahu					Hawaii					Maui, Molokai, and Lanai					Kauai				
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17	Rectangle Mobile Computer Table																				
17a	24 inches by 36 inches			10		\$ -			5		\$ -			5		\$ -			3		\$ -
17b	24 inches by 48 inches			10		\$ -			5		\$ -			5		\$ -			3		\$ -
17c	24 inches by 54 inches			20		\$ -			10		\$ -			10		\$ -			5		\$ -
17d	24 inches by 60 inches			20		\$ -			10		\$ -			10		\$ -			5		\$ -
17e	24 inches by 72 inches			10		\$ -			5		\$ -			5		\$ -			3		\$ -
17f	30 inches by 36 inches			10		\$ -			5		\$ -			5		\$ -			3		\$ -
17g	30 inches by 48 inches			10		\$ -			5		\$ -			5		\$ -			3		\$ -
17h	30 inches by 54 inches			20		\$ -			10		\$ -			10		\$ -			5		\$ -
17i	30 inches by 60 inches			20		\$ -			10		\$ -			10		\$ -			5		\$ -
17j	30 inches by 72 inches			10		\$ -			5		\$ -			5		\$ -			3		\$ -
17k	Keyboard Tray			20		\$ -			10		\$ -			10		\$ -			5		\$ -
	TOTAL SUM BID PRICE, Item 17:					\$ -					\$ -					\$ -					\$ -
18	Trapezoid Computer Table (Cluster-Type) Trapezoid Computer Riser Table																				
18a	Computer Table (Cluster-Type)			5		\$ -			2		\$ -			2		\$ -			1		\$ -
18b	Riser			5		\$ -			2		\$ -			2		\$ -			1		\$ -
	TOTAL SUM BID PRICE, Item 18:					\$ -					\$ -					\$ -					\$ -
19	Rectangle Mobile Flip and Nest Table Optional Modesty Panel																				
19a	24 inches by 48 inches			30		\$ -			15		\$ -			15		\$ -			8		\$ -
19b	24 inches by 54 inches			60		\$ -			30		\$ -			30		\$ -			15		\$ -
19c	24 inches by 60 inches			45		\$ -			20		\$ -			20		\$ -			10		\$ -
19d	24 inches by 72 inches			30		\$ -			15		\$ -			15		\$ -			8		\$ -
19e	30 inches by 48 inches			30		\$ -			15		\$ -			15		\$ -			8		\$ -
19f	30 inches by 54 inches			60		\$ -			30		\$ -			30		\$ -			15		\$ -
19g	30 inches by 60 inches			45		\$ -			20		\$ -			20		\$ -			10		\$ -
19h	30 inches by 70 inches			30		\$ -			15		\$ -			15		\$ -			8		\$ -
19i	36 inches by 48 inches			30		\$ -			15		\$ -			15		\$ -			8		\$ -
19j	36 inches by 54 inches			60		\$ -			30		\$ -			30		\$ -			15		\$ -
19k	36 inches by 60 inches			45		\$ -			20		\$ -			20		\$ -			10		\$ -
19l	36 inches by 72 inches			30		\$ -			15		\$ -			15		\$ -			8		\$ -
19m	Modesty panel: 48 inches width			30		\$ -			15		\$ -			15		\$ -			8		\$ -
19n	Modesty panel: 54 inches width			60		\$ -			30		\$ -			30		\$ -			15		\$ -
19o	Modesty panel: 60 inches width			45		\$ -			20		\$ -			20		\$ -			10		\$ -
19p	Modesty panel: 72 inches width			30		\$ -			15		\$ -			15		\$ -			8		\$ -
	TOTAL SUM BID PRICE, Item 19:					\$ -					\$ -					\$ -					\$ -

OFFEROR:		Oahu					Hawaii					Maui, Molokai, and Lanai					Kauai				
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GROUP II: SCIENCE FURNITURE																					
20	Science Lab Table - Chemical Resistant Laminate Worksurface																				
20a	24 inches by 54 inches, Glides			30		\$ -			15		\$ -			15		\$ -			8		\$ -
20b	24 inches by 54 inches, Casters			30		\$ -			15		\$ -			15		\$ -			8		\$ -
20c	24 inches by 60 inches, Glides			30		\$ -			15		\$ -			15		\$ -			8		\$ -
20d	24 inches by 60 inches, Casters			30		\$ -			15		\$ -			15		\$ -			8		\$ -
	TOTAL SUM BID PRICE, Item 20:					\$ -					\$ -					\$ -					\$ -
21	Science Lab Table - Epoxy Resin Worksurface																				
21a	24 inches by 54 inches, Glides			30		\$ -			15		\$ -			15		\$ -			8		\$ -
21b	24 inches by 54 inches, Casters			30		\$ -			15		\$ -			15		\$ -			8		\$ -
21c	24 inches by 60 inches, Glides			30		\$ -			15		\$ -			15		\$ -			8		\$ -
21d	24 inches by 60 inches, Casters			30		\$ -			15		\$ -			15		\$ -			8		\$ -
	TOTAL SUM BID PRICE, Item 21:					\$ -					\$ -					\$ -					\$ -
GROUP III: MUSIC FURNITURE																					
22	Music Chair Cart (For Music Chair)																				
22a	Music Chair			200		\$ -			60		\$ -			60		\$ -			30		\$ -
22b	Cart			10		\$ -			4		\$ -			4		\$ -			2		\$ -
	TOTAL SUM BID PRICE, Item 22:					\$ -					\$ -					\$ -					\$ -
23	Music Stand Cart (For Music Stand)																				
23a	Music Stand			200		\$ -			60		\$ -			60		\$ -			30		\$ -
23b	Cart - Holds up to ten (10)			6		\$ -			3		\$ -			3		\$ -			3		\$ -
23c	Cart - Holds up to ten (20)			3		\$ -			2		\$ -			2		\$ -			2		\$ -
	TOTAL SUM BID PRICE, Item 23:					\$ -					\$ -					\$ -					\$ -
GROUP IV: HEALTH ROOM FURNITURE																					
24	Student Recovery Couch																				
24a	Student Recovery Couch			6		\$ -			2		\$ -			2		\$ -			1		\$ -
	TOTAL SUM BID PRICE, Item 24:					\$ -					\$ -					\$ -					\$ -
GROUP V: MISC CLASSROOM FURNITURE																					
25	Mobile Cubicle Unit (Cubble)																				
25a	Eight (8) Cubicles 50 inches (W) by 32 inches (H) by 16 inches (D)			15		\$ -			5		\$ -			5		\$ -			5		\$ -
25b	Twelve (12) Cubicles 62 inches (W) by 36 inches (H) by 16 inches (D)			15		\$ -			5		\$ -			5		\$ -			5		\$ -
	TOTAL SUM BID PRICE, Item 25:					\$ -					\$ -					\$ -					\$ -
26	Mobile Chart Paper and/or Map Case Mobile Teacher Cabinet Mobile Tote Cabinet																				
26a	Mobile Chart Paper and/or Map Case			30		\$ -			10		\$ -			10		\$ -			5		\$ -
26b	Mobile Teacher Storage Cabinet			30		\$ -			10		\$ -			10		\$ -			5		\$ -
26c	Mobile Tote Cabinet (Minimum 15 tote trays)			10		\$ -			5		\$ -			5		\$ -			3		\$ -
26d	Mobile Tote Cabinet (Minimum 30 tote trays)			10		\$ -			5		\$ -			5		\$ -			3		\$ -
	TOTAL SUM BID PRICE, Item 26:					\$ -					\$ -					\$ -					\$ -

OFFEROR:		Oahu					Hawaii					Maui, Molokai, and Lanai					Kauai				
Item Number	Description	Manufacturer's or Brand Name	Model Series or Product Number	Estimated Quantity	Unit Bid Price	Total Bid Price	Manufacturer's or Brand Name	Model Series or Product Number	Estimated Quantity	Unit Bid Price	Total Bid Price	Manufacturer's or Brand Name	Model Series or Product Number	Estimated Quantity	Unit Bid Price	Total Bid Price	Manufacturer's or Brand Name	Model Series or Product Number	Estimated Quantity	Unit Bid Price	Total Bid Price
GROUP VI: CAFETERIA AND DINING FURNITURE																					
27	Mobile Table with Bench Seating																				
27a	8 feet (W) by 56 inches (D) by 27 inches (H)			10		\$ -			5		\$ -			5		\$ -			3		\$ -
27b	8 feet (W) by 56 inches (D) by 29 inches (H)			60		\$ -			15		\$ -			15		\$ -			5		\$ -
27c	12 feet (W) by 56 inches (D) by 27 inches (H)			10		\$ -			5		\$ -			5		\$ -			3		\$ -
27d	12 feet (W) by 56 inches (D) by 29 inches (H)			60		\$ -			15		\$ -			15		\$ -			5		\$ -
	TOTAL SUM BID PRICE, Item 27:					\$ -					\$ -					\$ -					\$ -
28	Mobile Convertible Table with Bench Seating																				
28a	Mobile Convertible Bench Dining Table; 6 feet (W) by 28 inches (D) by 27 inches (H)			20		\$ -			10		\$ -			10		\$ -			5		\$ -
28b	Mobile Convertible Bench Dining Table; 6 feet (W) by 28 inches (D) by 29 inches (H)			120		\$ -			30		\$ -			30		\$ -			15		\$ -
28c	Mobile Convertible Bench Dining Table; 8 feet (W) by 28 inches (D) by 27 inches (H)			20		\$ -			10		\$ -			10		\$ -			5		\$ -
28d	Mobile Convertible Bench Dining Table; 8 feet (W) by 28 inches (D) by 29 inches (H)			120		\$ -			30		\$ -			30		\$ -			15		\$ -
	TOTAL SUM BID PRICE, Item 28:					\$ -					\$ -					\$ -					\$ -
29	Mobile Folding Round Dining Table Mobile Folding Round Dining Table with Stools																				
29a	No Stools 48 inches (W) by 27 inches (H)			8		\$ -			4		\$ -			4		\$ -			2		\$ -
29b	No Stools 48 inches (W) by 29 inches (H)			8		\$ -			4		\$ -			4		\$ -			2		\$ -
29c	With eight (8) Stools Table: 60 inches (W) by 27 inches (H) Stools: 15 inches (H)			8		\$ -			4		\$ -			4		\$ -			2		\$ -
29d	With eight (8) Stools Table: 60 inches (W) x 29 inches (H) Stools: 17 inches (H)			8		\$ -			4		\$ -			4		\$ -			2		\$ -
	TOTAL SUM BID PRICE, Item 29:					\$ -					\$ -					\$ -					\$ -
30	Metal Folding Chair Cart (for Metal Folding Chair)																				
30a	Metal Folding Chair			300		\$ -			100		\$ -			100		\$ -			60		\$ -
30b	Cart - 32 or 35 Chair Capacity			10		\$ -			5		\$ -			5		\$ -			3		\$ -
30c	Cart - 64 Chair Capacity			10		\$ -			5		\$ -			5		\$ -			3		\$ -
	TOTAL SUM BID PRICE, Item 30:					\$ -					\$ -					\$ -					\$ -
31	Heavy-Duty Plastic Folding Chair Cart (For Heavy-Duty Plastic Folding Chair)																				
31a	Heavy Duty Plastic Folding Chair			300		\$ -			100		\$ -			100		\$ -			60		\$ -
31b	Cart - 54 or 58 Chair Capacity			10		\$ -			5		\$ -			5		\$ -			3		\$ -
31c	Cart - 90 or 96 Chair Capacity			10		\$ -			5		\$ -			5		\$ -			3		\$ -
	TOTAL SUM BID PRICE, Item 31:					\$ -					\$ -					\$ -					\$ -
32	Upholstered Stackable Banquet Chair																				
32a	Upholstered Stackable Banquet Chairs			80		\$ -			20		\$ -			20		\$ -			10		\$ -
	TOTAL SUM BID PRICE, Item 32:					\$ -					\$ -					\$ -					\$ -

OFFEROR:		Oahu					Hawaii					Maui, Molokai, and Lanai					Kauai				
Item Number	Description	Manufacturer's or Brand Name	Model Series or Product Number	Estimated Quantity	Unit Bid Price	Total Bid Price	Manufacturer's or Brand Name	Model Series or Product Number	Estimated Quantity	Unit Bid Price	Total Bid Price	Manufacturer's or Brand Name	Model Series or Product Number	Estimated Quantity	Unit Bid Price	Total Bid Price	Manufacturer's or Brand Name	Model Series or Product Number	Estimated Quantity	Unit Bid Price	Total Bid Price
GROUP VII: LIBRARY FURNITURE																					
33	Wood Library Table																				
33a	Round Table, 48 inches diameter by 27 inches (H)			1		\$ -			1		\$ -			1		\$ -			1		\$ -
33b	Round Table, 48 inches diameter by 29 inches (H)			2		\$ -			2		\$ -			2		\$ -			1		\$ -
33c	Table, 36 inches (D) by 60 inches (W) by 27 inches (H)			1		\$ -			1		\$ -			1		\$ -			1		\$ -
33d	Table, 36 inches (D) by 60 inches (W) by 29 inches (H)			4		\$ -			2		\$ -			2		\$ -			1		\$ -
33e	Table, 36 inches (D) by 72 inches (W) by 27 inches (H)			1		\$ -			1		\$ -			1		\$ -			1		\$ -
33f	Table, 36 inches (D) by 72 inches (W) by 29 inches (H)			4		\$ -			4		\$ -			4		\$ -			1		\$ -
TOTAL SUM BID PRICE, Item 33:		\$ -					\$ -					\$ -					\$ -				
34	Wood Library Table With Built-in Electrical Outlets																				
34a	36 inches (D) by 60 inches (W) by 27 inches (H)			1		\$ -			1		\$ -			1		\$ -			1		\$ -
34b	36 inches (D) by 60 inches (W) by 29 inches (H)			2		\$ -			2		\$ -			2		\$ -			1		\$ -
34c	36 inches (D) by 72 inches (W) by 27 inches (H)			1		\$ -			1		\$ -			1		\$ -			1		\$ -
34d	36 inches (D) by 72 inches (W) by 29 inches (H)			2		\$ -			2		\$ -			2		\$ -			1		\$ -
TOTAL SUM BID PRICE, Item 34:		\$ -					\$ -					\$ -					\$ -				
35	Wood Study Carrel																				
35a	Wood Study Carrel			4		\$ -			2		\$ -			2		\$ -			1		\$ -
TOTAL SUM BID PRICE, Item 35:		\$ -					\$ -					\$ -					\$ -				
36	Mobile Book Cart																				
36a	With three (3) Flat Shelves			4		\$ -			2		\$ -			2		\$ -			1		\$ -
36b	With six (6) double-sided slanted Shelves			8		\$ -			4		\$ -			4		\$ -			2		\$ -
TOTAL SUM BID PRICE, Item 36:		\$ -					\$ -					\$ -					\$ -				
GROUP VIII: OFFICE FURNITURE																					
37	Task Chair																				
37a	Mid-Back, No Armrests			40		\$ -			10		\$ -			10		\$ -			5		\$ -
37b	Mid-Back, With Armrests			80		\$ -			20		\$ -			20		\$ -			10		\$ -
37c	High-Back, No Armrests			40		\$ -			10		\$ -			10		\$ -			5		\$ -
37d	High-Back, With Armrests			80		\$ -			20		\$ -			20		\$ -			10		\$ -
TOTAL SUM BID PRICE, Item 37:		\$ -					\$ -					\$ -					\$ -				
38	Mesh High-Back Fabric Task Chair with Armrests																				
38a	Mesh High-Back Fabric Task Chair with Armrests			60		\$ -			30		\$ -			30		\$ -			10		\$ -
TOTAL SUM BID PRICE, Item 38:		\$ -					\$ -					\$ -					\$ -				
39	Plastic Stackable Guest Chair																				
39a	With Glides, No Armrests			45		\$ -			15		\$ -			15		\$ -			10		\$ -
39b	With Glides, With Armrests			45		\$ -			15		\$ -			15		\$ -			10		\$ -
39c	With Casters, No Armrests			90		\$ -			30		\$ -			30		\$ -			20		\$ -
39d	With Casters, With Armrests			90		\$ -			30		\$ -			30		\$ -			20		\$ -
TOTAL SUM BID PRICE, Item 39:		\$ -					\$ -					\$ -					\$ -				

OFFEROR:		Oahu					Hawaii					Maui, Molokai, and Lanai					Kauai				
Item Number	Description	Manufacturer's or Brand Name	Model Series or Product Number	Estimated Quantity	Unit Bid Price	Total Bid Price	Manufacturer's or Brand Name	Model Series or Product Number	Estimated Quantity	Unit Bid Price	Total Bid Price	Manufacturer's or Brand Name	Model Series or Product Number	Estimated Quantity	Unit Bid Price	Total Bid Price	Manufacturer's or Brand Name	Model Series or Product Number	Estimated Quantity	Unit Bid Price	Total Bid Price
40	Upholstered Stackable Guest Chair																				
40a	With Glides, No Armrests			45		\$ -			15		\$ -			15		\$ -			10		\$ -
40b	With Glides, With Armrests			45		\$ -			15		\$ -			15		\$ -			10		\$ -
40c	With Casters, No Armrests			90		\$ -			30		\$ -			30		\$ -			20		\$ -
40d	With Casters, With Armrests			90		\$ -			30		\$ -			30		\$ -			20		\$ -
	TOTAL SUM BID PRICE, Item 40:					\$ -					\$ -					\$ -					\$ -
41	Office Desk Credenza																				
41a	Single Pedestal Office Desk 30 inches (D) by 48 inches (W)			20		\$ -			10		\$ -			10		\$ -			5		\$ -
41b	Single Pedestal Office Desk 30 inches (D) by 60 inches (W)			20		\$ -			10		\$ -			10		\$ -			5		\$ -
41c	Double-Pedestal Office Desk 30 inches (D) by 60 inches (W)			20		\$ -			10		\$ -			10		\$ -			5		\$ -
41d	Double-Pedestal Office Desk 30 inches (D) by 66 inches (W)			20		\$ -			10		\$ -			10		\$ -			5		\$ -
41e	L-Shaped Office Desk Desk:30 inches (D) by 66 inches (W) Return: 24 inches (D) by 48 inches (W)			40		\$ -			20		\$ -			20		\$ -			10		\$ -
41f	Executive Double Pedestal Office Desk 36 inches (D) by 72 inches (W)			10		\$ -			5		\$ -			5		\$ -			3		\$ -
41g	Executive L-Shaped Office Desk Desk: 36 inches (D) by 72 inches (W) Return: 24 inches (D) by 48 inches (W)			10		\$ -			5		\$ -			5		\$ -			3		\$ -
41h	Credenza 24 inches (D) by 72 inches (W)			10		\$ -			5		\$ -			5		\$ -			3		\$ -
	TOTAL SUM BID PRICE, Item 41:					\$ -					\$ -					\$ -					\$ -
42	Mobile Teacher Desk																				
42a	Single Pedestal 30 inches (D) by 54 inches (W)			20		\$ -			10		\$ -			10		\$ -			5		\$ -
42b	Single-Pedestal 30 inches (D) by 60 inches (W)			10		\$ -			5		\$ -			5		\$ -			3		\$ -
42c	Double Pedestal 30 inches (D) by 60 inches (W)			40		\$ -			20		\$ -			20		\$ -			10		\$ -
	TOTAL SUM BID PRICE, Item 42:					\$ -					\$ -					\$ -					\$ -
43	Basic Conference Table																				
43a	42 inches Round			8		\$ -			4		\$ -			4		\$ -			2		\$ -
43b	48 inches Round			8		\$ -			4		\$ -			4		\$ -			2		\$ -
43c	42 inches Square			8		\$ -			4		\$ -			4		\$ -			2		\$ -
43d	48 inches Square			8		\$ -			4		\$ -			4		\$ -			2		\$ -
43e	30 inches by 60 inches Rectangle or Boat or Racetrack			8		\$ -			4		\$ -			4		\$ -			2		\$ -
43f	36 inches by 72 inches Rectangle or Boat or Racetrack			8		\$ -			4		\$ -			4		\$ -			2		\$ -
43g	42 inches by 84 inches Rectangle or Boat or Racetrack			8		\$ -			4		\$ -			4		\$ -			2		\$ -
43h	48 inches by 96 inches Rectangle or Boat or Racetrack			4		\$ -			2		\$ -			2		\$ -			1		\$ -
	TOTAL SUM BID PRICE, Item 43:					\$ -					\$ -					\$ -					\$ -
44	Deluxe Conference Table																				
44a	42 inches Round			8		\$ -			4		\$ -			4		\$ -			2		\$ -
44b	48 inches Round			8		\$ -			4		\$ -			4		\$ -			2		\$ -
44c	42 inches Square			8		\$ -			4		\$ -			4		\$ -			2		\$ -
44d	48 inches Square			8		\$ -			4		\$ -			4		\$ -			2		\$ -
44e	30 inches by 60 inches Rectangle or Boat or Racetrack			8		\$ -			4		\$ -			4		\$ -			2		\$ -

OFFEROR:		Oahu					Hawaii					Maui, Molokai, and Lanai					Kauai				
Item Number	Description	Manufacturer's or Brand Name	Model Series or Product Number	Estimated Quantity	Unit Bid Price	Total Bid Price	Manufacturer's or Brand Name	Model Series or Product Number	Estimated Quantity	Unit Bid Price	Total Bid Price	Manufacturer's or Brand Name	Model Series or Product Number	Estimated Quantity	Unit Bid Price	Total Bid Price	Manufacturer's or Brand Name	Model Series or Product Number	Estimated Quantity	Unit Bid Price	Total Bid Price
44f	36 inches by 72 inches Rectangle or Boat or Racetrack			8		\$ -			4		\$ -			4		\$ -			2		\$ -
44g	42 inches by 84 inches Rectangle or Boat or Racetrack			8		\$ -			4		\$ -			4		\$ -			2		\$ -
44h	48 inches by 96 inches Rectangle or Boat or Racetrack			4		\$ -			2		\$ -			2		\$ -			1		\$ -
TOTAL SUM BID PRICE, Item 44:						\$ -					\$ -					\$ -					\$ -
45	Vertical File Cabinet with Lock																				
45a	Letter Size Two (2)-Drawers			20		\$ -			5		\$ -			5		\$ -			3		\$ -
45b	Legal Size Two (2)-Drawers			40		\$ -			10		\$ -			10		\$ -			5		\$ -
45c	Letter Size Four (4)-Drawers			40		\$ -			10		\$ -			10		\$ -			5		\$ -
45d	Legal Size Four (4) Drawers			80		\$ -			20		\$ -			20		\$ -			10		\$ -
TOTAL SUM BID PRICE, Item 45:						\$ -					\$ -					\$ -					\$ -
46	Lateral File Cabinet with Lock																				
46a	Two (2)-Drawers			15		\$ -			4		\$ -			4		\$ -			2		\$ -
46b	Wide Two (2)-Drawers			15		\$ -			4		\$ -			4		\$ -			2		\$ -
46c	Three (3)-Drawers			10		\$ -			2		\$ -			2		\$ -			1		\$ -
46d	Wide three (3)-Drawers			10		\$ -			2		\$ -			2		\$ -			1		\$ -
46e	Four (4)-Drawers			20		\$ -			8		\$ -			8		\$ -			4		\$ -
46f	Wide four (4)-Drawers			20		\$ -			8		\$ -			8		\$ -			4		\$ -
46g	Five (5)-Drawers			20		\$ -			8		\$ -			8		\$ -			4		\$ -
46h	Wide five (5)-Drawers			20		\$ -			8		\$ -			8		\$ -			4		\$ -
TOTAL SUM BID PRICE, Item 46:						\$ -					\$ -					\$ -					\$ -
47	Fireproof and Water Resistant File Cabinet with Lock																				
47a	Vertical, Legal-Size Two (2)-Drawers			2		\$ -			1		\$ -			1		\$ -			1		\$ -
47b	Vertical, Legal-Size Four (4)-Drawers			2		\$ -			1		\$ -			1		\$ -			1		\$ -
47c	Lateral Two (2)-Drawers			2		\$ -			1		\$ -			1		\$ -			1		\$ -
47d	Lateral Four (4)-Drawers			2		\$ -			1		\$ -			1		\$ -			1		\$ -
TOTAL SUM BID PRICE, Item 47:						\$ -					\$ -					\$ -					\$ -
48	Metal Bookcase																				
48a	Two (2)-Shelves			10		\$ -			3		\$ -			3		\$ -			2		\$ -
48b	Three (3)-Shelves			10		\$ -			4		\$ -			4		\$ -			2		\$ -
48c	Four(4)-Shelves			15		\$ -			4		\$ -			4		\$ -			2		\$ -
48d	Five (5)-Shelves			5		\$ -			2		\$ -			2		\$ -			2		\$ -
48e	Six (6)-Shelves			5		\$ -			2		\$ -			2		\$ -			2		\$ -
TOTAL SUM BID PRICE, Item 48:						\$ -					\$ -					\$ -					\$ -
49	Mobile Metal Bookcase																				
49a	Two (2)-Shelves			20		\$ -			10		\$ -			10		\$ -			3		\$ -
49b	Three (3)-Shelves			30		\$ -			15		\$ -			15		\$ -			5		\$ -
49c	Four(4)-Shelves			20		\$ -			10		\$ -			10		\$ -			3		\$ -
49d	Five (5)-Shelves			30		\$ -			15		\$ -			15		\$ -			5		\$ -

OFFEROR:		Oahu					Hawaii					Maui, Molokai, and Lanai					Kauai				
Item Number	Description	Manufacturer's or Brand Name	Model Series or Product Number	Estimated Quantity	Unit Bid Price	Total Bid Price	Manufacturer's or Brand Name	Model Series or Product Number	Estimated Quantity	Unit Bid Price	Total Bid Price	Manufacturer's or Brand Name	Model Series or Product Number	Estimated Quantity	Unit Bid Price	Total Bid Price	Manufacturer's or Brand Name	Model Series or Product Number	Estimated Quantity	Unit Bid Price	Total Bid Price
	TOTAL SUM BID PRICE, Item 49:	\$ -					\$ -					\$ -					\$ -				
50	Five Shelves Metal Storage Cabinet With Lock																				
50a	18 inches			15		\$ -			4		\$ -			4		\$ -			1		\$ -
50b	24 inches			15		\$ -			4		\$ -			4		\$ -			1		\$ -
	TOTAL SUM BID PRICE, Item 50:	\$ -					\$ -					\$ -					\$ -				
51	MOBILE METAL STORAGE CABINET WITH LOCK																				
51a	Two (2)-Shelves			15		\$ -			4		\$ -			4		\$ -			1		\$ -
51b	Three (3)-Shelves			15		\$ -			4		\$ -			4		\$ -			1		\$ -
51c	Four (4)-Shelves			15		\$ -			4		\$ -			4		\$ -			1		\$ -
	TOTAL SUM BID PRICE, Item 51:	\$ -					\$ -					\$ -					\$ -				

SPECIFICATIONS

1. GENERAL REQUIREMENTS

Furniture delivered under this Contract shall be new and of the best quality of its respective kind.

Furniture delivered shall be free from defects that may render it unfit for use. The CONTRACTOR shall immediately remove damaged or rejected products from the site and replace them with products of the required quality. Failure to replace or to remove any rejected item shall not relieve the CONTRACTOR from the responsibility imposed by the Contract.

No payment, whether partial or final, shall be construed to be an acceptance of defective work.

The STATE may, at any time and by written order, stop work or delivery of specific items or equipment not conforming to these specifications. The stop order shall not relieve the CONTRACTOR of the obligation to complete the Contract within the contract time limits, nor shall it in any way terminate, cancel or abrogate the Contract or any part thereof.

Acceptable finishes, with rust-proof bases, will be powder-coat or epoxy coat finishes. Other exceptions will be noted in the Detailed Specifications.

All finish shall be done at the factory. No field finishing shall be permitted except slight retouching. All materials of every description shall show no traces of machine or mill marks. All materials for finishing shall be the best of their respective kinds.

Colors shall be furnished from the manufacturer's standard color chart or specific color requirements may be identified for each item contained in the Detailed Specifications. There shall be no upcharge for colors identified in the Detailed Specifications and all costs shall be included in the final unit bid price. Colors shall be dispersed evenly throughout each item for an even appearance.

The manufacturer's or brand name, model series or product number listed herein reflect the most current information available at the time of this solicitation, and are provided for reference only.

Offeror shall submit complete manufacturer's or brand name, model series or product number information shall provide on the offer.

2. CERTIFICATION

For items not listed as pre-approved, evidence of certifications indicated in both 2.1 and 2.2 shall be submitted at or before **4:30 p.m., HST, on September 24, 2026**. For more information, please refer to Special Conditions, 18 Pre-Approved Acceptable Products. The burden to prove the item is certified is the Offerors responsibility. Failure to comply with these requirements may result in rejection of pre-approval.

The certifications indicated 2.1. and 2.2. shall remain current for the duration of the price list. STATE reserves the right to request the certificate at any time during the duration of the price list. If requested during the duration of the price list, the certification documentation shall be presented, in the required format, to the Contract Administrator (CA) within ten (10) calendar days of the request.

- 2.1. Furniture shall adhere to certification requirements consisting of either GREENGUARD Certification (<http://www.GREENGUARD.org>), or Scientific Certification Systems (SCS) Indoor Advantage trademark Gold Certification (<http://www.scsglobalservices.com/certified-indoor-air-quality>) or MAS Certified Green Certification (<http://www.mascertifiedgreen.com>).

In order to comply with the certification requirement, Offeror shall provide one (1) of the following documentation at their own expense.

- A printout of product certification from the GREENGUARD, or SCS or MAS website; or
- A letter from the manufacturer attesting to certification of the specific item to be pre-approved; or
- Certification in the manufacturer's product catalog or brochure which references the specific item to be pre-approved.

2.2. American National Standards Institute (ANSI)/Business and Institutional Furniture Manufacturer's Association (BIFMA)

For applicable items, furniture shall adhere to specification requirements consisting of either meeting and/or exceeding ANSI/BIFMA testing requirements. The furniture shall meet ANSI/BIFMA testing requirements for the duration of the price list.

The minimum standards for steel gauge, plastic materials, or method of fastening and/or construction of a particular product may be waived (at the sole discretion of the STATE), upon the item's pre-approval, provided that the documentation submitted shows it meets or exceeds current applicable ANSI/BIFMA standards for that product's category.

The STATE reserves the right to request documentation to confirm that the identified product either meets and/or exceeds ANSI/BIFMA testing requirements during the duration of the price list. If documentation is requested during the duration of the price list, documentation shall be presented to the CA within ten (10) calendar days of the request.

3. **SUBSTITUTION**

If an item has undergone design, component (material) or structural changes during the price list period, that may question its ability to meet specifications, CONTRACTOR shall provide updated information via request for substitution.

The STATE reserves the right to determine equivalency of product construction, design, deviations, functionality, paint colors or materials used, and its decision shall be final.

4. **INSCRIPTION**

All items delivered under this price list shall be labeled as described below. Appropriate labeling is necessary to track the item warranty period.

CONTRACTOR shall affix a decal to each piece of furniture prior to delivery. The decal shall identify the CONTRACTOR's name and month and year of delivery; identification shall be written, stamped, or stenciled with non-erasable ink or paint. The decal shall be placed on an inconspicuous (but not concealed) surface of each piece of furniture. **Failure to affix decal(s) on furniture delivered may result in delay of payment.**

The decals shall comply with the following specifications:

1. Material and Size
 - a. Weatherproof paper labels, Avery 5520 or comparable
 - b. Size: 1 inch by 2-5/8 inch or up to 1/2 inch larger.
 - c. Rectangle shape
2. Pressure Sensitive Adhesive
 - a. Permanent pressure sensitive adhesive or equivalent
 - b. Suitable for application on most surfaces
3. The existing stock of anodized aluminum 0.003 labels may be utilized prior to switching to the weatherproof paper label.

5. HAWAII STATE DEPARTMENT OF EDUCATION INTRA-NET WEB POSTINGS

The CONTRACTOR shall provide the Contract Administrator (CA) by December 15, 2026, information on awarded item(s). A separate weblink by item or PDF file by item, either labeled with the following PL E27-XX Item Number "N" with "xx" to be furnished by the STATE and "N" representing the actual item number. The STATE shall host an intra-net website and its staff will format and upload information on each item. At minimum, each link and/or PDF file provided by the CONTRACTOR shall include the following information:

1. Representative picture of product(s). Pictures of all products within an item are not required. For example, "ITEM NUMBER 1: STUDENT CHAIRS" consists of Items Number 1a through 1e. At minimum, pictures of two (2) through three (3) of the most popular items shall be required.
2. Clear representations of available colors, excluding all optional "up-charge" colors. Colors shall be provided for:
 - a. Polypropylene plastic seats;
 - b. Laminates;
 - c. Paint (powder-coated or electro-static offerings);
 - d. Edge molding; and
 - e. Fabric and/or Upholstery
3. Any other information deemed useful in the selection and ordering of items, which shall be subject to review by the STATE prior to posting.

Unless prior STATE approval is received:

1. A combination of web links and PDF files may be acceptable.
2. Microsoft Word, Excel or PowerPoint files shall not be substituted by the CONTRACTOR due to editing, storage capacity of the STATE host server, and lengthy uploading concerns.

6. WARRANTY

All products shall be warrantied by the product manufacturer for a minimum period of ten (10) years from the date of acceptance, unless otherwise noted.

All fabrics and/or foam and/or upholstery shall be warrantied by the manufacturer for a minimum of five (5) years from date of acceptance, unless otherwise noted.

The CONTRACTOR is responsible for providing on-site warranty repairs for the initial two (2)-year period, then utilizing the manufacturer's warranty, serving as the manufacturer's primary contact to assess repairs and order parts. If the manufacturer has identified another contractor to be its STATE representative, the CONTRACTOR shall refer the school or office to that contractor.

Warranty repairs for years three (3) through ten (10) shall be performed utilizing one (1) of the following methods:

1. Upon notification of warranty issues, the CONTRACTOR shall work with the manufacturer to assess eligibility of warranty coverage and if applicable, secure the delivery of warranty parts. Installation of the warranty parts shall be performed by the CONTRACTOR.

The CONTRACTOR shall notify the school and/or office in writing when the CONTRACTOR is unable to provide installation of warranty parts. Upon acceptance of this written notification, the school and/or office will be responsible for the installation of warranty parts.

2. The school and/or office shall utilize applicable procurement guidelines to secure its own installation services to cover the on-site labor for warranty repairs, as needed. Assessment of

the eligibility of warranty repairs, issues and delivery of parts shall continue to be coordinated through the CONTRACTOR, as needed.

3. If the manufacturer does not have representation in the State of Hawaii, the school and/or office shall work directly with the manufacturer with support from the CA, as required.

7. EXTRA WORK

Upon STATE's request, the CONTRACTOR shall provide a quote for extra work to include but not limited to additional descriptive labeling of delivered product(s), call back services to set-up furniture which could not be installed due to site conditions, unexpected site conditions or significant limitations created by a loss of local resources, extended storage costs and expedited shipping. All quotes shall be approved by the STATE in writing prior to implementation.

8. VERIFICATION OF EMPLOYEES

In accordance with State rules and regulations, CONTRACTOR shall conduct mandatory criminal background checks at no cost to the STATE, on any employee, agent, subcontractor or volunteer working in close proximity or working directly with students.

CONTRACTOR shall notify the STATE, verbally within twenty-four (24) hours, upon learning of the occurrence of any of the events indicated below:

- 8.1. Any employee, agent, subcontractor or volunteer's license required to perform services under this contract is or has been suspended, conditioned, revoked, expired, or terminated;
- 8.2. Any employee, agent, subcontractor or volunteer becomes or has been the subject of any disciplinary proceeding or action before any federal or state agency or Board;
- 8.3. Any employee, agent, subcontractor or volunteer has been arrested or is under investigation for assault, sexual assault, child pornography or sex trafficking.
- 8.4. Any employee, agent, subcontractor or volunteer is or has been convicted of a fraud or felony; and
- 8.5. Any claim, judgment or settlement in which the CONTRACTOR or any of its employees, agents, subcontractors or volunteers is or has been named a defendant.

CONTRACTOR shall maintain the background check records, and shall make the records available for review upon request. Upon review of these records, the STATE reserves the right to request additional background information.

9. CONDUCT

- 9.1. The CONTRACTOR's employees, agents, subcontractors or volunteers must sign in at the school office when entering a school campus and sign out when leaving a school campus.
- 9.2. The CONTRACTOR's employees, agents, subcontractors or volunteers must comply with and utilize the STATE's visitor management system, in accordance with STATE protocol, when reporting to any school campus to provide services.
- 9.3. In addition, all CONTRACTOR's employees, agents, subcontractors or volunteers must wear a picture identification badge listing agency name, employee name, and position at all times while on school premises.
- 9.4. The CONTRACTOR's employees, agents, subcontractors or volunteers must maintain a professional attitude, work ethic, and appearance.

10. HARM TO STUDENTS REGISTRY

The purpose of Act 156, Session Laws of Hawaii (SLH) 2024, was to create a registry for all preschools and K-12 educational institutions within the State of Hawaii containing information on school employees, contractors, or volunteers for whom, as a result of an investigation, a final finding has been issued that the individual has inflicted harm on a student, with the goal of preventing those individuals from subsequently gaining employment in any other public or private preschools and K-12 institutions in Hawaii.

The CONTRACTOR acknowledges and agrees to comply with the requirements set forth by Act 156, SLH 2024, and any other rules, regulations and laws, regarding the reporting and investigation of misconduct involving harm or maltreatment of students in educational institutions.

Should the STATE need to conduct an investigation into whether or not a contractor or contractor's employee, agent, subcontractor, or volunteer engaged in acts or omissions that resulted in the infliction of harm to a student, the CONTRACTOR shall ensure the following:

- 10.1. The CONTRACTOR shall inform the CONTRACTOR's employees, agents, subcontractors, or volunteers that an investigation is being conducted pursuant to Act 156, SLH 2024;
- 10.2. The CONTRACTOR, including the CONTRACTOR's employees, agents, subcontractors, or volunteers shall cooperate and assist the STATE should there need to be an investigation;
- 10.3. The CONTRACTOR shall provide the following to the STATE within five (5) business days from the date of the request:
 - 10.3.1. Full legal name and any prior names used, such as maiden name or married name;
 - 10.3.2. Date of birth;
 - 10.3.3. Photograph;
 - 10.3.4. Last known address;
 - 10.3.5. Any and all other STATE contracts that this individual is working on; and
 - 10.3.6. Any and all information and documents requested by the STATE during the course of an investigation.

Should the STATE not receive the full cooperation of the CONTRACTOR, or the CONTRACTOR's employees, agents, subcontractors, or volunteers, the STATE will move forward with and complete the investigation with the information it has available.

Should there be a finding and the CONTRACTOR's employee, agent, subcontractor, or volunteer is deemed appropriate to be included on the Harm to Students Registry, the CONTRACTOR's employee, agent, subcontractor, or volunteer will be given prior written notice of the STATE's decision to include the CONTRACTOR employee's, agent's, subcontractor's, or volunteer's name for this purpose and will be given the opportunity to appeal the decision.

Should the CONTRACTOR's employee, agent, subcontractor, or volunteer either waive the right to appeal or lose the appeal, the STATE shall place the name of the CONTRACTOR's employee, agent, subcontractor, or volunteer on the Harm to Students Registry.

Any person currently or formerly employed by the CONTRACTOR, including subcontractors, agents, and volunteers listed on the Harm to Students Registry may request the CONTRACTOR to submit a certified request to the STATE for removal if new information proves they did not inflict harm on a student. The CONTRACTOR shall defend and indemnify the STATE from any liability resulting from claims related to the inclusion or removal of an employee from the Registry.

The CONTRACTOR shall provide to the STATE the names, dates of birth, addresses, photographs, and personal identifiers of all candidates for employment, including subcontractors, agents, or potential volunteers. If a candidate, subcontractor, agent, or volunteer's name appears on the Harm to Students Registry, the STATE can require removal of the individual from STATE work. Note that, pursuant to Act 156, SLH 2024, an employee, subcontractor, agent, or volunteer should not perform work or duties for the STATE until the CONTRACTOR has obtained clearance from the STATE.

DETAILED SPECIFICATIONS

ITEM NUMBER 1: STUDENT CHAIR

(Pre-Approved Products: Alumni Explorer Series, Scholar Craft Ovation Series, Virco Zuma Series, Virco N2 Series)

Item Number	Seat Height (H) (Fixed Height)
1a	12 inches
1b	14 inches
1c	16 inches
1d	18 inches
1e	Extra Large (18 or more inches)

Note: Acceptable plus or minus 1 inch differential. However, the same-sized chair cannot be used to qualify for more than one Item Number. For example, a 17-inch chair cannot be used to qualify for both 16 inches and 18 inches. There shall be a uniquely sized chair for each sub-category.

Student chairs shall be non-adjustable, single-piece seats, without bookrack. Chair seat heights (inches from seat to floor) shall be:

Item 1a through 1d:

Refer to the above table.

Item 1e:

Minimum 18 inches (plus or minus 1 inch). Seat shall have a minimum size of 17.5 inches width by 19.5 inches depth with minimum weight capacity of 225 pounds.

Seat and Backrest Construction

Seat sizes for all chairs shall be in proportion to height and shall not deviate from industry standard averages. The chair shall have a one-piece 5/8-inch-thick minimum, molded minimum seventy-five percent (75%) polypropylene plastic contoured seat with "waterfall" front edge. The seat back shall be designed with contoured support to ensure flexibility in the upper back portion of the chair. The edges of seat and backrest shall be flanged or radiused, either rounded or squared, for additional strength. Seat shall be securely attached to the steel frame at a minimum of four (4) separate non-load bearing concealed fasteners and/or screws.

Other than a hole at the top of the seat backrest to facilitate handling, the seat backrest shall not have a large opening or open slit(s) in its center.

Seat and Shell Colors

A minimum of ten (10) seat colors shall be offered at no additional charge.

Frame

The frame shall be all steel construction, formed by tubular steel tubes, 1-inch minimum diameter, 18-gauge minimum or 7/8-inch diameter, 14-gauge minimum. Frame shall be constructed with either the front legs and back support assembly and the back legs and seat support assembly being formed of one continuous U-shaped steel tube, or each set of legs made of one continuous U-shaped steel tube with a back post welded to both front and rear leg assemblies. Frames shall be welded at all locations where metal to metal joins.

Alternatively, the seat and backrest may be structurally designed and reinforced to eliminate continuation of the U-shaped steel support tube, provided that the backrest shall adhere to the specifications set forth in the Seat and Backrest Construction paragraph.

Frame and Leg Colors

Frame and Leg Colors shall include a minimum of two (2) standard color options, which shall include both a silver or platinum color and a charcoal or black color or approved equal.

Note: Chrome shall not be accepted as a color option. It may only be used in the inner leg sleeve insert assembly provided that the item calls for adjustable legs.

Glides (if equipped)

Glides shall be 1 inch minimum; glide assembly shall be polished metal with a nylon-base swivel type with adjustable height capacity.

If the item normally calls for casters, glides shall also be available as a no-cost option.

Stackability

Chairs shall have the capability of being stacked at a minimum of five (5) chairs high without additional support.

ITEM NUMBER 2: CANTILEVERED LEG STUDENT CHAIR

(Pre-Approved Products: Alumni Explorer Series, Scholar Craft Ovation Series, Virco Zuma Series, Virco Analogy Series)

Chair seat heights and desk worksurface heights shall be:

Item Number	Fixed Height
2a	14 inches high
2b	16 inches high
2c	18 inches high

Note: Acceptable plus or minus 1 inch differential. However, the same-sized chair cannot be used to qualify for more than one Item Number. For example, a 17-inch chair cannot be used to qualify for both 16 inches and 18 inches. There shall be a uniquely sized chair for each Item Number.

Chair Construction

Student chairs shall be non-adjustable, single piece seat, with Z or C shaped legs, without bookrack.

Seat and Backrest Construction

Seat sizes for all chairs shall be in proportion to height and shall not deviate from industry standard averages. The seat and backrest shall be one piece, constructed of 5/8-inch-thick minimum, molded with minimum seventy-five percent (75%) polypropylene plastic, and contoured for seating comfort. Edges of seat and backrest shall be flanged, either rounded or squared, for additional strength. Seat shall be securely attached to the steel frame at a minimum of four (4) separate non-load bearing concealed fasteners and/or screws.

“Waterfall” front edge

The chair must be ergonomically designed for comfort, with a seat that distributes pressure evenly to prevent fatigue and discomfort during extended periods of sitting. All edges, especially on the seat, must be rounded and smooth to ensure safety and comfort, avoiding any sharp or hard corners.

Seat Colors

A minimum of ten (10) seat colors shall be offered at no additional charge.

Frame

Frames shall be all steel construction, formed by tubular steel tubes, 1-inch minimum diameter, 18-gauge minimum; or 7/8-inch diameter, 14-gauge minimum. Frames shall be constructed with either a Z or C shaped leg assembly for easy placement onto worksurface. Frame shall be welded at all locations where metal to metal joins. There shall be no floor mounted cross-bracing.

Frame and Leg Colors

Frame and Leg Colors shall include a minimum of two (2) standard color options, which shall include both a silver or platinum color and a charcoal or black color or approved equal.

Note: Chrome shall not be accepted as a color option. It may only be used in the inner leg sleeve insert assembly provided that the item calls for adjustable legs.

Glides (Cantilevered)

Glides for cantilever legs shall be provided at the front and back of each leg, specifically shaped to keep the chair from rocking. Heel and toe glides shall be screwed into steel tube legs.

ITEM NUMBER 3:**MOBILE STUDENT SWIVEL TASK CHAIR**

(Pre-Approved Product: Alumni Explorer Series, Scholar Craft Ovation Series (SC310), Virco Zuma Series, Virco N2 Series)

Item Number	Chair Legs
3a	With Glides
3b	With Casters

Pneumatic Adjustable Seat Height

The chair shall have a pneumatic lift cylinder with a minimum adjustable seat height range from 17 inches to 22 inches.

Seat and Backrest Construction

Seat sizes for all chairs shall be in proportion to height and shall not deviate from industry standard averages. The seat and backrest shall be one piece, constructed of 5/8-inch-thick minimum, molded with minimum seventy-five percent (75%) polypropylene plastic, and contoured for seating comfort. Edges of seat and backrest shall be flanged, either rounded or squared, for additional strength. Seat shall be securely attached to the steel frame at a minimum of four (4) separate non-load bearing concealed fasteners and/or screws.

“Waterfall” front edge

The chair must be ergonomically designed for comfort, with a seat that distributes pressure evenly to prevent fatigue and discomfort during extended periods of sitting. All edges, especially on the seat, must be rounded and smooth to ensure safety and comfort, avoiding any sharp or hard corners.

Seat Colors

A minimum of ten (10) seat colors shall be offered at no additional charge.

Five-Star Base

The base of the chair should be Five (5) star-bases. The color shall be offered in charcoal or black. Additional colors may be offered as standard, provided that both the outer cylinder and base are the same color.

Glides (if equipped)

Glides shall be 1 inch minimum; glide assembly shall be polished metal with a nylon-base swivel type with adjustable height capacity.

Casters (if equipped)

The manufacturer's standard casters for the item shall be used. Size, diameter, and type of casters shall be appropriate for the weight, usage, and environment of the product.

ITEM NUMBER 4: MOBILE STUDENT SWIVEL SEATBACK LAB STOOL

(Pre-Approved Products: Alumni Explorer Series, HON (HSSST) Series, Scholar Craft Ovation Series (SC310L), Virco N2 Series)

Item Number	Chair Legs
4a	With Glides
4b	With Casters

Pneumatic Adjustable Seat Height

The chair shall have a pneumatic lift cylinder with a minimum adjustable seat height range from 24 inches to 34 inches.

Seat and Backrest Construction

Seat sizes for all chairs shall be in proportion to height and shall not deviate from industry standard averages. The seat and backrest shall be one piece, constructed of 5/8-inch-thick minimum, molded with minimum seventy-five percent (75%) polypropylene plastic, and contoured for seating comfort. Edges of seat and backrest shall be flanged, either rounded or squared, for additional strength. Seat shall be securely attached to the steel frame at a minimum of four (4) separate non-load bearing concealed fasteners and/or screws.

Seat Colors

A minimum of ten (10) seat colors shall be offered at no additional charge.

Foot-ring

The chair shall include an adjustable foot-ring that moves up and down to fit the lower body.

Five-Star Base Color

The base of the chair should be Five (5) star-bases. The color shall be offered in charcoal or black. Additional colors may be offered as standard, provided that both the outer cylinder and base are the same color.

Glides (if equipped)

Glides shall be 1 inch minimum; glide assembly shall be polished metal with a nylon-base swivel type with adjustable height capacity.

Casters (if equipped)

The manufacturer's standard casters for the item shall be used. Size, diameter, and type of casters shall be appropriate for the weight, usage, and environment of the product.

ITEM NUMBER 5: SOFT PLASTIC SEAT STOOL

(Pre-Approved Products: USA Capitol 100 Series, Virco 120 series)

Item Number	Seat Material	Adjustable Height Minimum Range (in equal or less than 1-inch increments)
5a	Soft Plastic: Polypropylene or ABS	19 inches to 24 inches
5b	Soft Plastic: Polypropylene or ABS	25 inches to 30 inches

Note: Products for this Item Number 5 shall not have any rivets or fasteners that protrude through the top seating surface.

Adjustable Height

The same stool may be used to satisfy **both Item Number 5a and 5b only if it covers the entire range of height requirements.**

Soft Plastic Seat

Seat shall be a minimum of 12 inches in diameter. Stool seats shall be constructed of made of injection molded polypropylene or ABS plastic. The edges of seat shall have no sharp edges and be reinforced for additional strength. Seat shall be securely attached to frame to prevent separation from the frame.

Seat Colors

A minimum of ten (10) seat colors shall be offered at no additional charge.

Frame and Legs

Frame shall have at least 4-legs, be all steel construction, formed by tubular steel tubes, minimum 18-gauge, 1-inch minimum diameter.

Legs shall be welded to an under-seat mounting plate for seat support.

Frame Minimum Range (in equal or less than 1-inch increments)

For Item 5a, the height shall be adjustable between 19 inches to 24 inches.

For Item 5b, the height shall be adjustable between 25 inches to 30 inches.

The height of the actual product may go lower than the lower limit and higher than the upper limit but shall include the adjustable height range stated in the specifications.

Foot-Ring or Footrest

A tubular steel foot-ring shall be welded to all legs to both provide a footrest and to add rigidity to the leg supports.

Frame and Leg Colors

Frame and Leg Colors shall include a minimum of two (2) standard color options, which shall include both a silver or platinum color and a charcoal or black color or approved equal.

Note: Chrome shall not be accepted as a color option. It may only be used in the inner leg sleeve insert assembly provided that the item calls for adjustable legs.

Glides

Glides shall be 1 inch minimum; glide assembly shall be polished metal with a nylon-base swivel type with adjustable height capacity. Polished metal base are also acceptable for this Series.

If the item normally calls for casters, glides shall also be available as a no-cost option.

ITEM NUMBER 6: HARD PLASTIC SEAT STOOL

(Pre-Approved Products: Scholar Craft 300 Series, USA Capitol 2100 Series, Columbia Lab Stools Series)

Item Number	Seat Material	Adjustable Height Minimum Range (in equal or less than 1-inch increments)
6a	Hard Plastic	19 inches to 24 inches
6b	Hard Plastic	25 inches to 30 inches

Note: Products for this Item Number 6 shall not have any rivets or fasteners that protrude through the top seating surface.

Adjustable Height

The same stool may be used to satisfy **both Item Number 6a and 6b only if it covers the entire range of height requirements.**

Hard Plastic Seat

Seat shall be a minimum of 12 inches in diameter. Stool seats shall be constructed of hard plastic, wood flour and/or resin, or thermoset plastic and contoured for seating comfort. The edges of the seat shall be flanged, either rounded or squared, for additional strength. Seat shall be securely attached to frame with a minimum of four (4) screws.

Seat Colors

A minimum of seven (7) colors shall be offered at no additional charge.

Frame Legs

Frames shall have at least four (4) legs, be all steel construction, formed by tubular steel tubes, minimum 18-gauge, and 1-inch minimum diameter.

Legs shall be welded to an under-seat mounting plate for seat support.

Adjustable Height Minimum Range (in equal or less than 1-inch increments)

Item 6a: the height shall be adjustable between 19 inches to 24 inches.

Item 6b: the height shall be adjustable between 25 inches to 30 inches.

The height of the actual product may go lower than the lower limit and higher than the upper limit but shall include the adjustable height range stated in the specifications.

Foot-Ring or Footrest

A tubular steel foot-ring shall be welded to all legs to both provide a footrest and to add rigidity to the leg supports.

Frame and Leg Colors

Frame and Leg Colors shall include a minimum of two (2) standard color options, which shall include both a silver or platinum color and a charcoal or black color or approved equal.

Note: Chrome shall not be accepted as a color option. It may only be used in the inner leg sleeve insert assembly provided that the item calls for adjustable legs.

Glides

Glides shall be 1 inch minimum; glide assembly shall be polished metal with a nylon-base swivel type with adjustable height capacity.

If the item normally calls for casters, glides shall also be available as a no-cost option.

ITEM NUMBER 7: SINGLE-STUDENT DESK

(Pre-Approved Products: Alumni Honor Roll Series, Scholar Craft 2200 Series, Virco 785 Series)

Item Number	Worksurface Material	Adjustable Height (Minimum range)	Book box
7a	Plywood with Laminate	24 inches to 29 inches	No Book box
7b	Plywood with Laminate	24 inches to 29 inches	With Book box
7c	Hard Plastic	24 inches to 29 inches	No Book box
7d	Hard Plastic	24 inches to 29 inches	With Book box

To bid on this (Item Number 7) series, the manufacturer's product shall be available in all listed materials and configurations.

Alternate Worksurface Material

Medium Density Fiberboard (MDF) and Particleboard tops are allowed for this series. The frame and all other components in this series shall be similar, where the only noticeable difference is the composition of the worksurface material.

Plywood with High Pressure Laminate (HPL)

Plywood worksurface shall be constructed of a minimum 5/8-inch furniture grade plywood core with a HPL top.

Plywood Edges (Radiused Edge or Edge Banding)

Edges shall either be a routed and/or radiused edge with a lacquer and/or varnish finish or have rounded T-Mold edging.

Radiused Edge

Edges shall be routed to a radiused edge then coated with a lacquer and/or varnish to fill-in and seal any gaps and provide a smooth, durable, and water-resistant finish.

T-Mold Edging

T-Mold edging will be allowed as an alternative provided that the T-Mold edge is rounded (radiused edge) and does not leave the worksurface with any sharp edges. The T-Mold edge shall not be prone to pull-out. A minimum of six (6) T-Mold edge colors shall be provided as part of the standard color selection.

HPL Worksurface Colors

Shall include a minimum of ten (10) colors and/or patterns and shall include Asian Sand, Fusion Maple, Medium Oak, Grey Nebula, Grey Glace, Wild Cherry, and Walnut, or approved equivalent.

Hard Plastic Worksurface

Hard plastic top shall be constructed with a minimum 5/8-inch thickness.

Hard plastic worksurfaces shall be made with wood flour, pigments and resin, molded under heat and pressure (molded thermoset). Examples of acceptable hard plastic worksurfaces are Melsur, Martest, FRW, or similar upon approval.

Hard plastic shall be crack and chip-resistant and shall be covered by the manufacturer's minimum ten (10)-year warranty.

Hard Plastic Worksurface Edge

Hard plastic worksurface shall be molded with radiused edges that do not leave any sharp corners or edges.

Hard Plastic Worksurface Colors

Hard plastic worksurface shall include a minimum of four (4) colors and/or patterns and shall include Fusion Maple, Medium Oak, Grey Nebula or Grey Glace, and Walnut, or approved equivalent.

Pencil Grooves

Pencil grooves are not required. However, manufacturers shall state whether pencil grooves are included with the worksurface.

Book box (if applicable)

The dimensions of the book box shall be a minimum of 16 inches deep by 20 inches wide by 4 inches high and shall be constructed of a molded plastic, open front, with rounded reinforcing ribs on the front edge.

A metal book box may be offered as a no cost alternative in addition to the poly and/or plastic book box, if it is similarly sized and offers the minimum number of colors required in these specifications.

Book boxes shall be securely attached to the worksurface and frame by a 1-inch square book box support tube using screws.

Book box Colors

A minimum of eight (8) distinct colors shall be offered at no additional cost.

Frame

Frames shall have heavy-duty, all-steel understructure. All major supports (attachment channels, cross brace, leg assemblies, and lower brace) shall be constructed of steel, 18-gauge minimum.

Leg Shape and Design

Each table leg shall have a steel support brace. The leg design shall be of **the four (4)-post type with two (2)-sets of U-shaped lower brace welded to the legs**. Leg assemblies and frame shall be formed from two (2) continuous steel tubing and shall run along the width of the desk to support the worksurface and/or book box, if applicable.

Legs shall be adjustable in height with a positive locking device. The height range of adjustability shall include heights from 24 inches to 29 inches (when measured from the floor to the top of table surface) with a minimum of 1-inch increments. Table heights may go lower than 24 inches and/or higher than 29 inches, but it shall include the range between 24 inches to 29 inches.

Frame and Leg Colors

Frame and Leg Colors shall include a minimum of two (2) standard color options, which shall include both a silver or platinum color and a charcoal or black color or approved equal.

Note: Chrome shall not be accepted as a color option. It may only be used in the inner leg sleeve insert assembly provided that the item calls for adjustable legs.

Glides

Glides shall be 1 inch minimum; glide assembly shall be polished metal with a nylon-base swivel type with adjustable height capacity.

If the item normally calls for casters, glides shall also be available as a no-cost option.

ITEM NUMBER 8: CANTILEVERED LEG STUDENT DESK

(Pre-Approved Products: Alumni Honor Roll Series, Scholar Craft 3500 Series, Virco Zuma Series, Virco Sigma Series)

Item Number	Worksurface Material	Adjustable Work Surface (Minimum range)	Fixed Height	Book box
8a	Plywood with Laminate	18 inches by 24 inches	25 inches	No Book box
8b	Plywood with Laminate	18 inches by 24 inches	27 inches	No Book box
8c	Plywood with Laminate	18 inches by 24 inches	29 inches	No Book box
8d	Hard Plastic	18 inches by 24 inches	25 inches	No Book box
8e	Hard Plastic	18 inches by 24 inches	27 inches	No Book box
8f	Hard Plastic	18 inches by 24 inches	29 inches	No Book box

To bid on this (Item Number 8) series, the manufacturer's product shall be available in all listed materials and configurations.

Alternate Worksurface Material

MDF and Particleboard tops are allowed for this series.

The frame and all other components in this series shall be similar or identical, where the only noticeable difference is the composition of the worksurface material.

Plywood Worksurface

Plywood worksurface shall be constructed of a minimum 5/8-inch furniture grade plywood core with an HPL top.

Plywood Edges (Radiused Edge or Edge Banding)

Edges shall either be a routed and/or radiused edge with a lacquer and/or varnish finish or have rounded T-Mold edging.

Radiused Edge

Edges shall be routed to a radiused edge then coated with a lacquer and/or varnish to fill-in and seal any gaps and provide a smooth, durable, and water-resistant finish.

T-Mold Edging

T-Mold edging will be allowed as an alternative provided that the T-Mold edge is rounded (radiused edge) and does not leave the worksurface with any sharp edges. The T-Mold edge shall not be prone to pull-out. A minimum of six (6) T-Mold edge colors shall be provided as part of the standard color selection.

HPL Worksurface Colors

The HPL shall include a minimum of ten (10) colors and/or patterns and shall include Asian Sand, Fusion Maple, Medium Oak, Grey Nebula, Grey Glace, Wild Cherry, and Walnut or approved equivalent.

Hard Plastic Worksurface

Hard plastic worksurface shall be constructed with a minimum 5/8-inch thickness.

Hard plastic worksurfaces shall be made with wood flour, pigments and resin, molded under heat and pressure (molded thermoset). Examples of acceptable hard plastic worksurfaces are Melsur, Martest, FRW, or similar upon approval.

Hard plastic shall be crack and chip-resistant and shall be covered by the manufacturer's minimum ten (10)-year warranty.

Hard Plastic Worksurface Edges

Hard plastic worksurface shall be molded with radiused edges that do not leave any sharp corners or edges.

Hard Plastic Worksurface Colors

Hard plastic worksurface shall include a minimum of four (4) colors and/or patterns and shall include Fusion Maple, Medium Oak, Grey Nebula or Grey Glace, and Walnut or approved equivalent.

Pencil Grooves

Pencil grooves are not required. However, manufacturers shall state whether pencil grooves are included with the worksurface.

Frame

The frame shall have heavy-duty, all-steel understructure.

All major supports (attachment channels, cross brace, leg assemblies, and lower brace) shall be constructed of steel, 18-gauge minimum.

Leg Shape and Design

The leg design shall be of a **cantilever type (Z or C) shaped leg**. Leg assemblies and frame shall be formed from two (2) continuous steel tubing with welded cross bracing.

If legs are of a fixed height, the manufacturer shall provide units for all the heights listed in the specifications (25 inches, 27 inches, and 29 inches).

If legs are adjustable in height, the same model may be used to satisfy the various height requirements, provided that the range of adjustability includes all the heights listed in the specifications (25 inches, 27 inches, and 29 inches).

Frame and Leg Colors

Frame and Leg Colors shall include a minimum of two (2) standard color options, which shall include both a silver or platinum color and a charcoal or black color or approved equal.

Note: Chrome shall not be accepted as a color option. It may only be used in the inner leg sleeve insert assembly provided that the item calls for adjustable legs.

Glides

Glides shall be heel and toe type to prevent desk from rocking. Secure nylon and/or Zylar rear heel glides with countersunk screws. Front toe glides shall be nylon and/or Zylar with screw and insert into steel tube legs, with threaded adjustable height capability.

ITEM NUMBER 9: SINGLE-STUDENT DESK

(Pre-Approved Products: Alumni Honor Roll Series, Learniture LNT Series, Scholar Craft 7800 and/or 7900 Series, Virco 871 Series,)

Item Number	Worksurface Material	Adjustable Work Surface (Minimum range)	Adjustable Height (Minimum range)	Book box
9a	Plywood with Laminate	18 inches by 24 inches	24 inches to 29 inches	No Book box
9b	Plywood with Laminate	18 inches by 24 inches	24 inches to 29 inches	With Book box
9c	Hard Plastic	18 inches by 24 inches	24 inches to 29 inches	No Book box
9d	Hard Plastic	18 inches by 24 inches	24 inches to 29 inches	With Book box

To bid on this (Item Number 9) series, the manufacturer's product shall be available in all listed materials and configurations.

Alternate Worksurface Material

MDF and Particleboard tops are allowed for this series.

The frame and all other components in this series shall be similar or identical, where the only noticeable difference is the composition of the worksurface material.

Plywood Worksurface

Plywood worksurface shall be constructed of a minimum 5/8-inch furniture grade plywood core with an HPL top.

Plywood Edges (Radiused Edge or Edge Banding)

Edges shall either be a routed and/or radiused edge with a lacquer and/or varnish finish or have rounded T-Mold edging.

Radiused Edge

Edges shall be routed to a radiused edge then coated with a lacquer and/or varnish to fill-in and seal any gaps and provide a smooth, durable, and water-resistant finish.

T-Mold Edging

T-Mold edging will be allowed as an alternative provided that the T-Mold edge is rounded (radiused edge) and does not leave the worksurface with any sharp edges. The T-Mold edge shall not be prone to pull-out. A minimum of six (6) T-Mold edge colors shall be provided as part of the standard color selection.

Worksurface HPL Colors

Worksurface HPL Colors shall include a minimum of ten (10) colors and/or patterns and shall include Asian Sand, Fusion Maple, Medium Oak, Grey Nebula, Grey Glace, Wild Cherry, and Walnut or approved equivalent.

Hard Plastic Worksurface

Hard plastic worksurface shall be constructed with a minimum 5/8-inch thickness.

Hard plastic worksurface shall be made with wood flour, pigments and resin, molded under heat and pressure (molded thermoset). Examples of acceptable hard plastic worksurfaces are Melsur, Martest, FRW, or similar upon approval.

Hard plastic shall be crack and chip-resistant and shall be covered by the manufacturer's minimum ten (10)-year warranty.

Hard Plastic Worksurface Edges

Hard plastic worksurface shall be molded with radiused edges that do not leave any sharp corners or edges.

Hard Plastic Worksurface Colors

Hard plastic worksurface colors shall include a minimum of four (4) colors and/or patterns and shall include Fusion Maple, Medium Oak, Grey Nebula or Grey Glace, and Walnut, or approved equivalent.

Pencil Grooves

Pencil grooves are not required. However, manufacturers shall state whether pencil grooves are included with the worksurface.

Book box (if applicable)

The dimensions of the Book box shall be a minimum of 16 inches deep by 20 inches wide by 4 inches high and shall be constructed of an open-front molded plastic, with rounded reinforcing ribs on the front edge.

A metal Book box may be offered as an alternative to the poly and/or plastic Book box, if it is similarly sized and offers the minimum number of colors required in these specifications.

Book boxes shall be securely attached to the worksurface and frame by a 1-inch square Book box support tube using screws.

Book box Colors

A minimum of eight (8) distinct colors shall be offered at no additional cost.

Frame

The frame shall have heavy-duty, all-steel understructure.

All major supports (attachment channels, cross brace, leg assemblies, and lower brace) shall be constructed of steel, 18-gauge minimum.

Leg Shape and Design

The leg design shall be a cantilevered **T-shaped pedestal leg**.

Legs shall be adjustable in height with a positive locking device. The height range of adjustability shall include heights from 24 inches to 29 inches (when measured from the floor to the top of table surface) with a minimum of 1-inch increments. Table heights may go lower than 24 inches and/or higher than 29 inches, but it shall include the range between 24 inches to 29 inches.

The upper pedestal leg assembly shall consist of one (1) vertical steel leg (one on each side of the desk) welded to the attaching channels of the tabletop; vertical legs shall be joined by a 1-1/8-inch diameter cross brace, 18-gauge minimum. Vertical legs shall be bolted to each pedestal mounting bracket by a minimum of two (2) bolts and nuts to provide a unitized construction.

The lower pedestal leg assembly shall consist of one (1) vertical leg, 18-gauge minimum, welded to the long horizontal leg supports.

Vertical legs shall fit properly and smoothly into the upper vertical legs of the upper pedestal leg assembly.

Frame and Leg Colors

Frame and Leg Colors shall include a minimum of two (2) standard color options which shall include both a silver or platinum color and a charcoal or black color or approved equal.

Note: Chrome shall not be accepted as a color option. It may only be used in the inner leg sleeve assembly if the item calls for adjustable height legs.

Glides

Glides shall be 1 inch minimum; glide assembly shall be polished metal with a nylon-base swivel type with adjustable height capacity.

If the item normally calls for casters, glides shall also be available as a no-cost option.

ITEM NUMBER 10: SINGLE-STUDENT DESK

(Pre-Approved Products: Virco 7900 Series)

Item Number	Worksurface Material	Worksurface Area (Minimum range)	Adjustable Height (Minimum range)	Book box
10a	Plywood with Laminate	18 inches by 24 inches	24 inches to 29 inches	No Book box
10b	Plywood with Laminate	18 inches by 24 inches	24 inches to 29 inches	With Book box
10c	Hard Plastic	18 inches by 24 inches	24 inches to 29 inches	No Book box
10d	Hard Plastic	18 inches by 24 inches	24 inches to 29 inches	With Book box

To bid on this (Item Number 10) series, the manufacturer's product shall be available in all listed materials and configurations.

Alternate Worksurface Material

MDF and Particleboard tops are allowed for this series. The frame and all other components in this series shall be similar or identical, where the only noticeable difference is the composition of the worksurface material.

Plywood Worksurface

Plywood worksurface shall be constructed of a minimum 5/8-inch furniture grade plywood core with an HPL top.

Plywood Edges (Radiused Edge or Edge Banding)

Edges shall either be a routed and/or radiused edge with a lacquer and/or varnish finish or have rounded T-Mold edging.

Radiused Edge

Edges shall be routed to a radiused edge then coated with a lacquer and/or varnish to fill-in and seal any gaps and provide a smooth, durable, and water-resistant finish.

T-Mold Edging

T-Mold edging will be allowed as an alternative provided that the T-Mold edge is rounded (radiused edge) and does not leave the worksurface with any sharp edges. The T-Mold edge shall not be prone to pull-out. A minimum of six (6) T-Mold edge colors shall be provided as part of the standard color selection.

HPL Worksurface Colors

HPL Worksurface Colors shall include a minimum of ten (10) colors and/or patterns and shall include Asian Sand, Fusion Maple, Medium Oak, Grey Nebula, Grey Glace, Wild Cherry, and Walnut, or approved equivalent.

Hard Plastic Worksurface

Hard plastic worksurface shall be constructed with a minimum 5/8-inch thickness.

Hard plastic worksurfaces shall be made with wood flour, pigments and resin, molded under heat and pressure (molded thermoset). Examples of acceptable hard plastic worksurfaces are Melsur, Martest, FRW, or similar (upon approval).

Hard plastic shall be crack and chip-resistant and shall be covered by the manufacturer's minimum ten (10)-year warranty.

Hard Plastic Worksurface Edges

Hard plastic worksurface shall be molded with radiused edges that do not leave any sharp corners or edges.

Hard Plastic Worksurface Colors

Hard plastic worksurface colors shall include a minimum of four (4) colors and/or patterns and shall include Fusion Maple, Medium Oak, Grey Nebula or Grey Glace, and Walnut, or approved equivalent.

Pencil Grooves

Pencil grooves are not required. However, manufacturers shall state whether pencil grooves are included with the worksurface.

Book box (if applicable)

The dimensions of the Book box shall be a minimum of 16 inches deep by 20 inches wide by 4 inches high and shall be constructed of an open-front molded plastic with rounded reinforcing ribs on the front edge.

A metal Book box may be offered as an alternative to the poly and/or plastic Book box, if it is similarly sized and offers the minimum number of colors required in these specifications.

Book boxes shall be securely attached to the worksurface and frame by a 1-inch square Book box support tube using screws.

Book box Color

A minimum of eight (8) distinct colors shall be offered at no additional cost.

Frame

The Frame shall have heavy-duty, all-steel understructure.

All major supports (attachment channels, cross brace, leg assemblies, and lower brace) shall be constructed of steel, 18-gauge minimum.

Leg Shape and Design

The leg design shall be **four-post type with two (2)-sets of U-shaped lower brace welded to legs (Horseshoe Legs)**. Leg assemblies and frame shall be formed from two (2) continuous steel tubing and shall run along the width of the desk to support the worksurface and/or Book box (if applicable).

Legs shall be adjustable in height with a positive locking device. The height range of adjustability shall include heights from 24 inches to 29 inches (when measured from the floor to the top of table surface) with a minimum of 1-inch increments. Table heights may go lower than 24 inches and/or higher than 29 inches, but it shall include the range between 24 inches to 29 inches.

Frame and Leg Colors

Frame and Leg Colors shall include a minimum of two (2) standard color options, which shall include both a silver or platinum color and a charcoal or black color or approved equal.

Note: Chrome shall not be accepted as a color option. It may only be used in the inner leg sleeve insert assembly provided that the item calls for adjustable legs.

Glides

Glides shall be 1 inch minimum; glide assembly shall be polished metal with a nylon-base swivel type with adjustable height capacity.

If the item normally calls for casters, glides shall also be available as a no-cost option.

ITEM NUMBER 11: DOUBLE-STUDENT DESK

(Pre-Approved Products: Alumni Integrity Series, Learniture LNT-Series, Scholar Craft 7950 Series, Virco 878 Series.)

Item Number	Worksurface Material	Worksurface Area (Minimum range)	Adjustable Height (Minimum range)	Book box
11a	MDF or Particleboard with Laminate	24 inches by 48 inches	24 inches to 29 inches	No Book box
11b	MDF or Particleboard with Laminate	24 inches by 48 inches	24 inches to 29 inches	Includes two (2) Book boxes

Note: plastic book box desks from Alumni are 24 inches by 60 inches which is being allowed for this series. The frame and all other components in this series shall be similar or identical.

To bid on this (Item Number 11) series, the manufacturer's product shall be available in all listed materials and configurations.**Alternate Worksurface Material**

Plywood tops may be accepted as an alternate worksurface material (instead of particleboard) if it is offered at no additional cost and the quality meets or exceeds the following specifications.

MDF or Particleboard with Laminate Top

MDF or Particleboard top shall be of furniture grade or higher with minimum 1 inch thickness and shall include a HPL top worksurface with the underside being covered with a water-resistant backing sheet, HPL, or better.

Corners and Edging**Radiused Corners**

Worksurfaces shall be routed to have rounded and/or radiused corners so that there are no sharp corners and/or edges.

Edging Material

T-Mold edging is required for this series. 3 millimeter or similar edge banding is not allowed.

T-Mold Edging

T-Mold edgings shall be curved and/or radiused and mechanically installed. Any holes (top or bottom) made by inserted fasteners shall be filled and/or sealed to prevent water penetration.

A minimum of six (6) colors shall be offered for all standard T-Mold edging, which shall include black and silver or platinum.

HPL Colors

HPL Colors shall include a minimum of ten (10) colors and/or patterns and shall include Asian Sand, Fusion Maple, Medium Oak, Grey Nebula, Grey Glace, Wild Cherry, and Walnut, or approved equivalent.

Pencil Grooves

Pencil grooves are not required. However, manufacturers shall state whether pencil grooves are included with the worksurface.

Book box (if applicable)

The dimensions of the Book box shall be a minimum of 16 inches deep by 20 inches wide by 4 inches high and shall be constructed of an open-front molded plastic with rounded reinforcing ribs on the front edge.

A metal Book box may be offered as an alternative to the poly and/or plastic Book box, if it is similarly sized and offers the minimum number of colors required in these specifications.

Book boxes shall be securely attached to the worksurface and frame by a 1-inch square Book box support tube using screws.

Book box Color

A minimum of eight (8) distinct colors shall be offered at no additional cost.

Frame

The frame shall have heavy-duty, all-steel understructure. All major supports (attachment channels, cross brace, leg assemblies, and lower brace) shall be constructed of steel, 18-gauge minimum.

Leg Design

The leg design shall be a **cantilevered T-shaped pedestal leg**.

Legs shall be adjustable in height with a positive locking device. The height range of adjustability shall include heights from 24 inches to 29 inches (when measured from the floor to the top of table surface) with a minimum of 1-inch increments. Table heights may go lower than 24 inches and/or higher than 29 inches, but it shall include the range between 24 inches to 29 inches.

The upper pedestal leg assembly shall consist of one (1) vertical steel leg (one on each side of the desk) welded to the attaching channels of the tabletop; vertical legs shall be joined by a 1-1/8-inch diameter cross brace, 18-gauge minimum. Vertical legs shall be bolted to each pedestal mounting bracket by a minimum of two (2) bolts and nuts to provide a unitized construction.

The lower pedestal leg assembly shall consist of one (1) vertical leg, 18-gauge minimum, welded to the long horizontal leg supports.

Vertical legs shall fit properly and smoothly into the upper vertical legs of the upper pedestal leg assembly.

Frame and Leg Colors

Frame and Leg Colors shall include a minimum of two (2) standard color options, which shall include both a silver or platinum color and a charcoal or black color or approved equal.

Note: Chrome shall not be accepted as a color option. It may only be used in the inner leg sleeve insert assembly provided that the item calls for adjustable legs.

Glides

Glides shall be 1 inch minimum; glide assembly shall be polished metal with a nylon-base swivel type with adjustable height capacity.

If the item normally calls for casters, glides shall also be available as a no-cost option.

ITEM NUMBER 12: DOUBLE-STUDENT DESK

(Pre-Approved Products: Virco 7900 Series)

Item Number	Worksurface Material	Worksurface Area (Minimum range)	Adjustable Height (Minimum range)	Book box
12a	MDF or Particleboard with Laminate	24 inches by 48 inches	24 inches to 29 inches	None
12b	MDF or Particleboard with Laminate	24 inches by 48 inches	24 inches to 29 inches	Two (2)

To bid on this (Item Number 12) series, the manufacturer's product shall be available in all listed materials and configurations.

Alternate Worksurface Material

Plywood tops may be accepted as alternate worksurface material (for particleboard) if they are offered at no additional cost and the quality meets or exceeds the specifications.

MDF or Particleboard and Laminate Top

MDF or Particleboard top shall be of furniture grade or higher with minimum 1 inch thickness and shall include a HPL top worksurface with the underside being covered with a water-resistant backing sheet, HPL, or better.

Corners and Edging**Radiused Corners**

Worksurfaces shall be routed to have rounded and/or radiused corners so that there are no sharp corners and/or edges.

Edging Material

T-Mold edging is required for this series. 3 millimeter or similar edge banding is not allowed.

T-Mold Edging

T-Mold edgings shall be curved and/or radiused and mechanically installed. Any holes (top or bottom) made by inserted fasteners shall be filled and/or sealed to prevent water penetration.

A minimum of six (6) colors shall be offered for all standard T-Mold edging, which shall include black and silver or platinum.

HPL Colors

HPL Colors shall include a minimum of ten (10) colors and/or patterns and shall include Asian Sand, Fusion Maple, Medium Oak, Grey Nebula, Grey Glace, Wild Cherry, and Walnut, or approved equivalent.

Pencil Grooves

Pencil grooves are not required. However, manufacturers shall state whether pencil grooves are included with the worksurface.

Book box (if applicable)

The dimensions of the Book box shall be a minimum of 16 inches deep by 20 inches wide by 4 inches high and shall be constructed of an open-front molded plastic with rounded reinforcing ribs on the front edge.

Book boxes shall be securely attached to the worksurface and frame by a 1-inch square Book box support tube using screws.

Book box Colors

A minimum of eight (8) distinct colors shall be offered at no additional cost.

Frame

Frames shall have heavy-duty, all-steel understructure.

All major supports (attachment channels, cross brace, leg assemblies, and lower brace) shall be constructed of steel, 18-gauge minimum.

Leg Design

The leg design shall be **four-post type with two (2)-sets of U-shaped lower brace welded to legs (Horseshoe Legs)**. Leg assemblies and frame shall be formed from two (2) continuous steel tubing and shall run along the width of the desk to support the worksurface and/or Book box (if applicable).

Legs shall be adjustable in height with a positive locking device. The height range of adjustability shall include heights from 24 inches to 29 inches (when measured from the floor to the top of table surface) with a minimum of 1-inch increments. Table heights may go lower than 24 inches and/or higher than 29 inches, but it shall include the range between 24 inches to 29 inches.

Frame and Leg Colors

Frame and Leg Colors shall include a minimum of two (2) standard color options, which shall include both a silver or platinum color and a charcoal or black color or approved equal.

Note: Chrome shall not be accepted as a color option. It may only be used in the inner leg sleeve insert assembly provided that the item calls for adjustable legs.

Glides

Glides shall be 1 inch minimum; glide assembly shall be polished metal with a nylon-base swivel type with adjustable height capacity.

If the item normally calls for casters, glides shall also be available as a no-cost option.

ITEM NUMBER 13: STUDENT CHAIR-DESK COMBO

(Pre-Approved Products: Alumni Integrity Series, Scholar Craft Ovation Series, Virco Zuma Series)

Item Number	Worksurface Material	Worksurface Area (minimum)	Chair Height	Glides/ Casters
13a	Plywood with Laminate	18 inches by 24 inches	18 inches	Four (4) Glides
13b	Plywood with Laminate	18 inches by 24 inches	18 inches	Two (2) Glides, Two (2) Casters (wheelbarrow-style)
13c	Plywood with Laminate	18 inches by 24 inches	18 inches	Four (4) Casters
13d	Hard Plastic	18 inches by 24 inches	18 inches	Four (4) Glides
13e	Hard Plastic	18 inches by 24 inches	18 inches	Two (2) Glides, Two (2) Casters (wheelbarrow-style)
13f	Hard Plastic	18 inches by 24 inches	18 inches	Four (4) Casters

To bid on this (Item Number 13) series, the manufacturer's product shall be available in all listed materials and configurations.

Product Construction

The products should have one-piece soft plastic seat, with book rack. The legs must be two (2) legs under desk, Two (2) Legs under Chair.

Plywood Worksurface

Plywood worksurface shall be constructed of a minimum 5/8-inch furniture grade plywood core with an HPL top.

Plywood Edges (Radiused Edge or Edge Banding)

Edges shall either be a routed and/or radiused edge with a lacquer and/or varnish finish or have rounded T-Mold edging.

Radiused Edge

Edges shall be routed to a radiused edge then coated with a lacquer and/or varnish to fill-in and seal any gaps and provide a smooth, durable, and water-resistant finish.

T-Mold Edging

T-Mold edging will be allowed as an alternative provided that the T-Mold edge is rounded (radiused edge) and does not leave the worksurface with any sharp edges. The T-Mold edge shall not be prone to pull-out. A minimum of six (6) T-Mold edge colors shall be provided as part of the standard color selection.

HPL Colors

HPL Colors shall include a minimum of ten (10) colors and/or patterns and shall include Asian Sand, Fusion Maple, Medium Oak, Grey Nebula, Grey Glace, Wild Cherry, and Walnut, or approved equivalent.

Hard Plastic Worksurface

Hard plastic top shall be constructed with a minimum 5/8-inch thickness.

Hard plastic worksurfaces shall be made with wood flour, pigments and resin, molded under heat and pressure (molded thermoset). Examples of acceptable hard plastic worksurfaces are Melsur, Martest, FRW, or similar upon approval.

Hard plastic shall be crack and chip-resistant and shall be covered by the manufacturer's minimum ten (10)-year warranty.

Hard Plastic Worksurface Edges

Hard plastic worksurface shall be molded with radiused edges that do not leave any sharp corners or edges.

Hard Plastic Worksurface Colors

Hard plastic worksurface colors shall include a minimum of four (4) colors and/or patterns and shall include Fusion Maple, Medium Oak, Grey Nebula or Grey Glace, and Walnut, or approved equivalent.

Pencil Grooves

Pencil grooves are not required. However, manufacturers shall state whether pencil grooves are included with the worksurface.

Seat and Backrest Construction

The seat and backrest shall be a one-piece molded shell of static-free polypropylene with double contour seat and curved back. Seat size shall be 17-5/8 inches wide. Seat height shall be 18 inches. Shell may or may not have opening in the back. Shell shall be attached to the seat strap by minimum of four (4) mounting screws. Color shall be from manufacturer's standard color chart.

"Waterfall" front edge

The chair must be ergonomically designed for comfort, with a seat that distributes pressure evenly to prevent fatigue and discomfort during extended periods of sitting. All edges, especially on the seat, must be rounded and smooth to ensure safety and comfort, avoiding any sharp or hard corners.

Book Storage Rack

Rack shall be constructed of four steel rods 5/16 inch inserted and welded into two (2) steel rods 1/2 inch. There is an allowable variance of 1/8 inch for both steel pieces. Rack shall allow right and left book insertion and shall assure positive book retention.

Frame

Front two (2) legs shall be fastened under the front of the worksurface and back two (2) legs shall be fastened to the rear of the chair for stability and to prevent tipping of the entire unit.

The chair desk frame shall be self-supporting, built as a single integral unit. Legs shall be minimum 18-gauge, 1-1/8-inch diameter carbon steel tubing swaged to 5/8 inch at the floor level and shall be placed at an angle. The legs shall be interlocked using two 18-gauge, 1 inch diameter cross braces with two 3/16-inch-thick steel straps welded across to receive the seat bolts. The top support tube shall be of 14-gauge, 1-1/8-inch diameter carbon steel tubing supported by both the back and front legs on the tablet side of the unit.

Note: Sled or combination of two (2) chair leg models shall not be accepted. All chair-desk combo units shall have four (4) legs.

Frame and Leg Colors

Frame and Leg Colors shall include a minimum of two (2) standard color options, which shall include both a silver or platinum color and a charcoal or black color or approved equal.

Note: Chrome shall not be accepted as a color option. It may only be used in the inner leg sleeve insert assembly provided that the item calls for adjustable legs.

Glides (if equipped)

Glides shall be 1 inch minimum; glide assembly shall be polished metal with a nylon-base swivel type with adjustable height capacity.

Casters (if equipped)

The manufacturer's standard casters for the item shall be used. Size, diameter, and type of casters shall be appropriate for the weight, usage, and environment of the product.

Non-chair-only applications (tables, desks, chair and desk combos, bookcases, cabinets, etc.) shall have at least two (2) locking casters.

Two (2) Glides and Two (2) Casters (Wheelbarrow configuration)

Wheelbarrow configuration. Two (2) locking casters shall be used on the front two (2) desk legs, two (2) stationary glides shall be placed on the back two (2) chair legs.

Glides provided shall be steel with rubber, nylon-based, or other material that is pre-approved by the STATE. Glides shall be 1 inch diameter with a key feature of holding the chair "in place".

Seat Colors

A minimum of ten (10) seat colors shall be offered at no additional charge.

ITEM NUMBER 14: HARD PLASTIC TWO (2)-PIECE TABLET ARM STUDENT CHAIR-DESK COMBO

(Pre-Approved Products: Scholar Craft 400 Series, Virco 3000 Series)

Item Number	Worksurface Material	Desk Size (minimum)	Chair Height
14a	Plywood with Laminate	12 inches by 19 inches by 26 inches (armrest depth)	18 inches
14b	Hard Plastic	12 inches by 19 inches by 26 inches (armrest depth)	18 inches

To bid on this (Item Number 14) series. the manufacturer's product shall be available in all listed materials and configurations.

Product Construction

The product must consist of a **hard plastic chair with a book rack and have two (2)-piece seat with four (4) legs with glide configuration under chair.**

Tablet (writing surface) shall be 'L-shaped' to act as a writing armrest. The dimensions of the tablet writing surface shall be 19 inches left to right, 12 inches front to back, and 26 inches front of worksurface to back of armrest.

Belly clearance, measurement from middle back edge of tablet to backrest, shall be 15-1/2 inches minimum, 16 inches.

Tablet arm shall be available in both right and left-handed units at no additional cost.

Tablet arm and worksurface does not need to articulate (flip up and/or down).

The frame and all other components shall be similar or identical, where the only noticeable difference shall be the composition of the worksurface material and the mirror image of the tablet arm.

"Waterfall" front edge

The chair must be ergonomically designed for comfort, with a seat that distributes pressure evenly to prevent fatigue and discomfort during extended periods of sitting. All edges, especially on the seat, must be rounded and smooth to ensure safety and comfort, avoiding any sharp or hard corners.

Plywood Worksurface

Plywood worksurface shall be constructed of a minimum 5/8-inch furniture grade plywood core with an HPL top.

Plywood Edges (Radiused Edge or Edge Banding)

Edges shall either be a routed and/or radiused edge with a lacquer and/or varnish finish or have rounded T-Mold edging.

Radiused Edge

Edges shall be routed to a radiused edge then coated with a lacquer and/or varnish to fill-in and seal any gaps and provide a smooth, durable, and water-resistant finish.

T-Mold Edging

T-Mold edging will be allowed as an alternative provided that the T-Mold edge is rounded (radiused edge) and does not leave the worksurface with any sharp edges. The T-Mold edge shall not be prone to pull-out. A minimum of six (6) T-Mold edge colors shall be provided as part of the standard color selection.

HPL Colors

HPL Colors shall include a minimum of ten (10) colors and/or patterns and shall include Asian Sand, Fusion Maple, Medium Oak, Grey Nebula, Grey Glace, Wild Cherry, and Walnut, or approved equivalent.

Hard Plastic Worksurface

Hard plastic Worksurface shall be constructed with a minimum 5/8-inch thickness.

Hard plastic worksurfaces shall be made with wood flour, pigments and resin, molded under heat and pressure (molded thermoset). Examples of acceptable hard plastic worksurfaces are Melsur, Martest, FRW, or similar upon approval.

Hard plastic shall be crack and chip-resistant and shall be covered by the manufacturer's minimum ten (10)-year warranty.

Hard Plastic Worksurface Edges

Hard plastic worksurface shall be molded with radiused edges that do not leave any sharp corners or edges.

Hard Plastic Worksurface Colors

Hard plastic colors shall include a minimum of four (4) colors and/or patterns and shall include Fusion Maple, Medium Oak, Grey Nebula or Grey Glace, and Walnut, or approved equivalent.

Pencil Grooves

Pencil grooves are not required. However, manufacturers shall state whether pencil grooves are included with the worksurface.

Seat and Backrest Construction (Two-Piece Seat and Back Construction)

Two (2) piece seat and backrest shall be constructed of 5/8-inch-thick minimum, molded thermoset plastic or melamine, and contoured for seating comfort. Edges of seat and backrest shall be flanged, either rounded or squared, for additional strength. Seat and backrest pieces shall be securely attached to the steel frame at a minimum of four (4) separate concealed tamper-proof fasteners and/or screws.

Seat and Shell Colors

A minimum of ten (10) seat colors shall be offered at no additional charge.

Book Storage Rack

Rack shall be constructed of four steel rods 5/16 inches inserted and welded into two steel rods 1/2 inch. There is an allowable variance of 1/8 inch for both steel pieces. Rack shall allow right and left book insertion and shall assure positive book retention.

Frame

Frame shall be all steel construction, formed by cold-rolled steel tubes, 5/8-inch minimum diameter, 18-gauge minimum. The tubular steel support frame for the backrest shall be continuously extended from under the seat and upward along the back of the backrest forming a tubular steel cross-brace and support for the backrest of the chair. This continuous steel backrest support shall be securely welded to the tubular steel legs at a minimum of four (4) separate points. Steel support for the desktop shall consist of a minimum 18-gauge tubular steel support arm extending from beneath the chair seat to the desktop forming a tubular steel support for the tablet (desktop).

Top support brackets shall be heavy gauge steel, die-formed and welded to the arm support tube. Brackets shall provide a means of attaching the tablet (desktop) to the steel support frame with at

least six (6) screws. Tubular steel support arm and top support brackets shall be designed and assembled to provide a slight back to front slope to the top of the writing surface.

Overall steel support frame shall be an interlocking construction of maximum durability and strength.

Note: Sled or Two (2) Legs under Desk, two (2) Legs under Chair configuration shall not be accepted. All desk chairs shall have four (4) legs.

Frame and Leg Colors

Frame and Legs Colors shall include a minimum of two (2) standard color options, which shall include both a silver or platinum color and a charcoal or black color or approved equal.

Note: Chrome shall not be accepted as a color option. It may only be used in the inner leg sleeve insert assembly provided that the item calls for adjustable legs.

Four (4) Glides Requirement

Glides shall be 1 inch minimum; glide assembly shall be polished metal with a nylon-base swivel type with adjustable height capacity.

If the item normally calls for casters, glides shall also be available as a no-cost option.

ITEM NUMBER 15: ACTIVITY TABLE

(Pre-Approved Products: Alumni Creativity Series, AmTab Activity Table Series, Norwood NOR Series, Scholar Craft 9400 Series, Virco 4000 Series,)

Item Number	Worksurface Material	Adjustable Height (Minimum range)	Table size
15a	MDF or Particleboard with Laminate	24 inches to 29 inches	42 inches Round
15b	MDF or Particleboard with Laminate	24 inches to 29 inches	48 inches Round
15c	MDF or Particleboard with Laminate	24 inches to 29 inches	42 inches Square
15d	MDF or Particleboard with Laminate	24 inches to 29 inches	48 inches Square
15e	MDF or Particleboard with Laminate	24 inches to 29 inches	24 inches by 48 inches Rectangle
15f	MDF or Particleboard with Laminate	24 inches to 29 inches	24 inches by 54 inches Rectangle
15g	MDF or Particleboard with Laminate	24 inches to 29 inches	24 inches by 60 inches Rectangle
15h	MDF or Particleboard with Laminate	24 inches to 29 inches	30 inches by 48 inches Rectangle
15i	MDF or Particleboard with Laminate	24 inches to 29 inches	30 inches by 54 inches Rectangle
15j	MDF or Particleboard with Laminate	24 inches to 29 inches	30 inches by 60 inches Rectangle
15k	MDF or Particleboard with Laminate	24 inches to 29 inches	30 inches by 72 inches Rectangle
15l	MDF or Particleboard with Laminate	24 inches to 29 inches	36 inches by 48 inches Rectangle
15m	MDF or Particleboard with Laminate	24 inches to 29 inches	36 inches by 54 inches Rectangle
15n	MDF or Particleboard with Laminate	24 inches to 29 inches	36 inches by 60 inches Rectangle
15o	MDF or Particleboard with Laminate	24 inches to 29 inches	36 inches by 72 inches Rectangle
15p	MDF or Particleboard with Laminate	24 inches to 29 inches	30 inches by 30 inches by 60 inches Trapezoid
15q	MDF or Particleboard with Laminate	24 inches to 29 inches	48 inches by 72 inches Kidney
15r	MDF or Particleboard with Laminate	24 inches to 29 inches	60 inches by 66 inches Horseshoe (U-Shape)

The frame and all other components in this series shall be similar or identical.

To bid on this (Item Number 15) series, the manufacturer's product shall be available in all listed materials and configurations.

MDF or Particleboard with Laminate Top

MDF or Particleboard top shall be of furniture grade or higher with minimum 1 inch thickness and shall include a HPL top worksurface with the underside being covered with a water-resistant backing sheet, HPL, or better.

Corners and Edging**Radiused Corners**

Worksurfaces shall be routed to have rounded and/or radiused corners so that there are no sharp corners and/or edges.

Edging Material

T-Mold Edging is required for this series. 3 millimeter or similar edge banding is not allowed.

T-Mold Edging

T-Mold Edging shall be curved and/or radiused and mechanically installed. Any holes (top or bottom) made by inserted fasteners shall be filled and/or sealed to prevent water penetration.

A minimum of six (6) colors shall be offered for all standard T-Mold Edging, which shall include black and silver or platinum.

HPL Colors

HPL Colors shall include a minimum of ten (10) colors and/or patterns and shall include Asian Sand, Fusion Maple, Medium Oak, Grey Nebula, Grey Glace, Wild Cherry, and Walnut, or approved equivalent.

Frame

Table legs shall be minimally constructed of 1-1/8 inch thick, 18-gauge tubular steel. Leg inserts shall be minimally constructed of 1 inch thick, 18-gauge tubular steel. Legs shall be mounted into factory installed mounting brackets.

Legs

Four (4)-Post Legs shall be adjustable in height with a positive locking device. The height range of adjustability shall include heights from 24 inches to 29 inches (when measured from the floor to the top of worksurface) with a minimum of 1-inch increments. Table heights may go lower than 24 inches and/or higher than 29 inches, but it shall include the range between 24 inches to 29 inches.

Glides shall be steel with nylon-based tips. Each table leg shall have a steel support brace.

Frame and Leg Colors

Frame and Leg Colors shall include a minimum of two (2) standard color options, which shall include both a silver or platinum color and a charcoal or black color or approved equal.

Note: Chrome shall not be accepted as a color option. It may only be used in the inner leg sleeve insert assembly provided that the item calls for adjustable legs.

Glides

Glides shall be 1 inch minimum; glide assembly shall be polished metal with a nylon-base swivel type with adjustable height capacity.

If the item normally calls for casters, glides shall also be available as a no-cost option.

ITEM NUMBER 16: MOBILE ACTIVITY TABLE

(Pre-Approved Products: Alumni Inspire Series, AmTab Activity Table Series, Scholar Craft Method Series, Virco 5000 Series)

Item Number	Worksurface Material	Adjustable Height (Minimum range)	Table size
16a	MDF or Particleboard with Laminate	24 inches to 29 inches	42 inches Round
16b	MDF or Particleboard with Laminate	24 inches to 29 inches	48 inches Round
16c	MDF or Particleboard with Laminate	24 inches to 29 inches	42 inches Square
16d	MDF or Particleboard with Laminate	24 inches to 29 inches	48 inches Square
16e	MDF or Particleboard with Laminate	24 inches to 29 inches	24 inches by 48 inches Rectangle
16f	MDF or Particleboard with Laminate	24 inches to 29 inches	24 inches by 54 inches Rectangle
16g	MDF or Particleboard with Laminate	24 inches to 29 inches	24 inches by 60 inches Rectangle
16h	MDF or Particleboard with Laminate	24 inches to 29 inches	30 inches by 48 inches Rectangle
16i	MDF or Particleboard with Laminate	24 inches to 29 inches	30 inches by 54 inches Rectangle
16j	MDF or Particleboard with Laminate	24 inches to 29 inches	30 inches by 60 inches Rectangle
16k	MDF or Particleboard with Laminate	24 inches to 29 inches	30 inches by 72 inches Rectangle
16l	MDF or Particleboard with Laminate	24 inches to 29 inches	36 inches by 48 inches Rectangle
16m	MDF or Particleboard with Laminate	24 inches to 29 inches	36 inches by 54 inches Rectangle
16n	MDF or Particleboard with Laminate	24 inches to 29 inches	36 inches by 60 inches Rectangle
16o	MDF or Particleboard with Laminate	24 inches to 29 inches	36 inches by 72 inches Rectangle
16p	MDF or Particleboard with Laminate	24 inches to 29 inches	30 inches by 30 inches by 60 inches Trapezoid
16q	MDF or Particleboard with Laminate	24 inches to 29 inches	48 inches by 72 inches Kidney
16r	MDF or Particleboard with Laminate	24 inches to 29 inches	60 inches by 66 inches Horseshoe (U-Shape)

The frame and all other components in this series shall be similar or identical.

To bid on this Item Number 16, the manufacturer's product shall be available in all listed materials and configurations.

MDF or Particleboard with Laminate Top

MDF or Particleboard top shall be of furniture grade or higher with minimum 1 inch thickness and shall include a HPL top worksurface with the underside being covered with a water-resistant backing sheet, HPL, or better.

Corners and Edging**Radiused Corners**

Worksurfaces shall be routed to have rounded and/or radiused corners so that there are no sharp corners and/or edges.

T-Mold Edging

T-Mold edging is required for this series. 3 millimeters or similar edge banding is not allowed.

T-Mold edgings shall be curved and/or radiused and mechanically installed. Any holes (top or bottom) made by inserted fasteners shall be filled and/or sealed to prevent water penetration.

A minimum of six (6) colors shall be offered for all standard T-Mold edging, which shall include black and silver or platinum.

HPL Colors

HPL Colors shall include a minimum of ten (10) colors and/or patterns and shall include Asian Sand, Fusion Maple, Medium Oak, Grey Nebula, Grey Glace, Wild Cherry, and Walnut, or approved equivalent.

Legs Construction

Table legs shall be minimally constructed of 1-1/8 inch thick, 18-gauge tubular steel. Leg inserts shall be minimally constructed of 1 inch thick, 18-gauge tubular steel. Legs shall be mounted into factory installed mounting brackets.

Legs

Four (4)-Post Legs shall be adjustable in height with a positive locking device. The height range of adjustability shall include heights from 24 inches to 29 inches when measured from the floor to the top of worksurface, with a minimum of 1-inch increments. Table heights may go lower than 24 inches and/or higher than 29 inches, but it shall include the range between 24 inches to 29 inches.

Frame and Leg Colors

Frame and Leg Colors shall include a minimum of two (2) standard color options, which shall include both a silver or platinum color and a charcoal or black color or approved equal.

Note: Chrome shall not be accepted as a color option. It may only be used in the inner leg sleeve insert assembly provided that the item calls for adjustable legs.

Glides (if equipped)

Glides shall be 1 inch minimum; glide assembly shall be polished metal with a nylon-base swivel type with adjustable height capacity.

Casters (Required, with Two (2)-Locking System)

The manufacturer's standard casters for the item shall be used. Size, diameter, and type of casters shall be appropriate for the weight, usage, and environment of the product.

Casters shall include at least two (2) locking casters.

ITEM NUMBER 17: RECTANGLE MOBILE COMPUTER TABLE

(Pre-Approved Products: Alumni Honor Roll Series, AmTab Computer and/or Technology Table Series, Scholar Craft 8700 Series, Virco 8700 Series)

Item Number	Worksurface Material	Adjustable Height (Minimum range)	Table Size
17a	MDF or Particleboard with Laminate	24 inches to 29 inches	24 inches by 36 inches
17b	MDF or Particleboard with Laminate	24 inches to 29 inches	24 inches by 48 inches
17c	MDF or Particleboard with Laminate	24 inches to 29 inches	24 inches by 54 inches
17d	MDF or Particleboard with Laminate	24 inches to 29 inches	24 inches by 60 inches
17e	MDF or Particleboard with Laminate	24 inches to 29 inches	24 inches by 72 inches
17f	MDF or Particleboard with Laminate	24 inches to 29 inches	30 inches by 36 inches
17g	MDF or Particleboard with Laminate	24 inches to 29 inches	30 inches by 48 inches
17h	MDF or Particleboard with Laminate	24 inches to 29 inches	30 inches by 54 inches
17i	MDF or Particleboard with Laminate	24 inches to 29 inches	30 inches by 60 inches
17j	MDF or Particleboard with Laminate	24 inches to 29 inches	30 inches by 72 inches
17k	Keyboard Tray	n/a	Fit Standard Keyboards

The frame and all other components in this series shall be similar or identical.

To bid on this (Item Number 17) series, the manufacturer's product shall be available in all listed materials and configurations.

Product Construction

Tables shall include up to two (2) cutouts and/or grommets at no additional cost (if requested on the order by the purchaser and/or end-user)

Horizontal wire management system and/or raceways shall also be included on the unit as standard.

While casters are the standard configuration for these tables, glides shall also be available at no additional cost.

MDF or Particleboard with Laminate Top

MDF or Particleboard top shall be of furniture grade or higher with minimum 1 inch thickness and shall include a HPL top worksurface with the underside being covered with a water-resistant backing sheet, HPL, or better.

Corners and Edging**Radiused Corners**

Worksurfaces shall be routed to have rounded and/or radiused corners so that there are no sharp corners and/or edges.

T-Mold Edging

T-Mold edging is required for this series. 3 millimeter or similar edge banding is not allowed.

T-Mold edgings shall be curved and/or radiused and mechanically installed. Any holes (top or bottom) made by inserted fasteners shall be filled and/or sealed to prevent water penetration.

A minimum of six (6) colors shall be offered for all standard T-Mold edging, which shall include black and silver or platinum.

HPL Colors

HPL Colors shall include a minimum of ten (10) colors and/or patterns and shall include Asian Sand, Fusion Maple, Medium Oak, Grey Nebula, Grey Glace, Wild Cherry, and Walnut, or approved equivalent.

Wire Management and/or Cable Raceway

Wire Management panel or bin shall be located underneath the worksurface. This panel provides a trough so that cables can be stowed or passed horizontally through ports to network with other tables. In addition, this panel shall be sized to accommodate a surge protector and/or outlet strip.

Keyboard Tray (if equipped)

When equipped, the keyboard tray shall be securely attached to the underside of the Worksurface. A retractable tray shall support a computer keyboard for wrist-neutral keying. Dimensions of 24 inches Wide by 12 inches Deep by 1-1/2 inches High. Maximum distance from bottom of Worksurface to bottom of tray shall be 3 5/8 inches. The tray shall be able to lock into place when pulled out.

Legs Construction

Table legs shall be minimally constructed of 1-1/8 inch thick, 18-gauge tubular steel. Leg inserts shall be minimally constructed of 1 inch thick, 18-gauge tubular steel. Legs shall be mounted into factory installed mounting brackets.

Legs

T-Shaped Legs shall be adjustable in height with a positive locking device. The height range of adjustability shall include heights from 24 inches to 29 inches when measured from the floor to the top of worksurface, with a minimum of 1-inch increments. Table heights may go lower than 24 inches and/or higher than 29 inches, but it shall include the range between 24 inches to 29 inches.

Frame and Leg Colors

Frame and Leg Colors shall include a minimum of two (2) standard color options, which shall include both a silver or platinum color and a charcoal or black color or approved equal.

Note: Chrome shall not be accepted as a color option. It may only be used in the inner leg sleeve insert assembly provided that the item calls for adjustable legs.

Casters (Required, with Two (2)-Locking System)

The manufacturer's standard casters for the item shall be used. Size, diameter, and type of casters shall be appropriate for the weight, usage, and environment of the product.

Casters shall include at least two (2) locking casters.

Glides (Optional)

Optional Glides shall also be available as a no-cost option. Glides shall be 1 inch minimum; glide assembly shall be polished metal with a nylon-base swivel type with adjustable height capacity.

ITEM NUMBER 18: TRAPEZOID COMPUTER TABLE (CLUSTER-TYPE)
TRAPEZOID COMPUTER RISER TABLE
(Pre-Approved Products: Virco 8700 Series)

Item Number	Worksurface Material	Adjustable Height (Min range)	Table Size (perimeter measurements)
18a	MDF or Particleboard with Laminate	24 inches to 29 inches	42 inches by 42 inches by 42 inches by 84 inches
18b (Riser table)	MDF or Particleboard with Laminate	16 inches to 20 inches	24 inches by 24 inches by 24 inches by 48 inches

To bid on this (Item Number 18) series, the manufacturer's product shall be available in all listed materials and configurations.

Product Construction

Cluster data station provided shall be steel construction, trapezoid shaped, Data station table and riser table shall have heavy-duty, all-steel understructure, corner leg supports with adjustable height, plastic laminated tabletop over thick particleboard core, and vertical column wire management.

MDF or Particleboard with Laminate Top

MDF or Particleboard top shall be of furniture grade or higher with minimum 1-inch thickness and shall include a HPL top worksurface with the underside being covered with a water-resistant backing sheet, HPL, or better.

Corners and Edging

Radiused Corners

Worksurfaces shall be routed to have rounded and/or radiused corners so that there are no sharp corners and/or edges.

Edging Material

T-Mold edging is required for this series. 3 millimeter or similar edge banding is not allowed.

T-Mold Edging

T-Mold edgings shall be curved and/or radiused and mechanically installed. Any holes (top or bottom) made by inserted fasteners shall be filled and/or sealed to prevent water penetration.

A minimum of six (6) colors shall be offered for all standard T-Mold edging, which shall include black and silver or platinum.

HPL Colors

HPL Colors shall include a minimum of ten (10) colors and/or patterns and shall include Asian Sand, Fusion Maple, Medium Oak, Grey Nebula, Grey Glace, Wild Cherry, and Walnut, or approved equivalent.

Wire Management and/or Cable Raceway

The data station table unit shall have a wire control system managed by a vertical 4 inches by 5 inches housing which conceals wires and routes them from the table to the floor.

The Riser table unit shall have wire control system by grommets at the center of the shelf.

Frame Construction

All major supports (tabletop support and leg assemblies) shall have heavy duty steel construction, 14-gauge minimum. A combination of steel gauges for construction of major support shall be acceptable provided such combinations are equivalent in strength and durability.

Tops shall be supported by 14-gauge minimum steel railing, 1-3/4 inches high.

Corner leg supports shall be 14-gauge minimum steel construction, with an adjustable height feature. Legs shall adjust in 1-inch increments. Adjustable glides shall be provided on each leg.

Tabletop support railing and vertical leg assemblies shall be welded together at all points of connection for sturdy support.

Computer Table Legs

T-Shaped Legs shall be adjustable in height with a positive locking device. The height range of adjustability shall include heights from 24 inches to 29 inches when measured from the floor to the top of worksurface, with a minimum of 1-inch increments. Table heights may go lower than 24 inches and/or higher than 29 inches, but it shall include the range between 24 inches to 29 inches.

Frame and Leg Colors

Frame and Leg Colors shall include a minimum of two (2) standard color options, which shall include both a silver or platinum color and a charcoal or black color or approved equal.

Note: Chrome shall not be accepted as a color option. It may only be used in the inner leg sleeve insert assembly provided that the item calls for adjustable legs.

ITEM NUMBER 19: Rectangle Mobile Flip and Nest Table**Optional: Modesty Panel**

(Pre-Approved Products: AmTab E-Z Tilt Series; Artco Bell T-Leg Nesting Series, Hon Motivate Series, SurfaceWorks Elements Series)

Item Number	Worksurface Material	Height (Fixed)	Table Size
19a	MDF or Particleboard with Laminate	29 inches	24 inches by 48 inches
19b	MDF or Particleboard with Laminate	29 inches	24 inches by 54 inches
19c	MDF or Particleboard with Laminate	29 inches	24 inches by 60 inches
19d	MDF or Particleboard with Laminate	29 inches	24 inches by 72 inches
19e	MDF or Particleboard with Laminate	29 inches	30 inches by 48 inches
19f	MDF or Particleboard with Laminate	29 inches	30 inches by 54 inches
19g	MDF or Particleboard with Laminate	29 inches	30 inches by 60 inches
19h	MDF or Particleboard with Laminate	29 inches	30 inches by 72 inches
19i	MDF or Particleboard with Laminate	29 inches	36 inches by 48 inches
19j	MDF or Particleboard with Laminate	29 inches	36 inches by 54 inches
19k	MDF or Particleboard with Laminate	29 inches	36 inches by 60 inches
19l	MDF or Particleboard with Laminate	29 inches	36 inches by 72 inches
19m	Optional: Modesty panel	10 inches	48 inches width
19n	Optional: Modesty panel	10 inches	54 inches width
19o	Optional: Modesty panel	10 inches	60 inches width
19p	Optional: Modesty panel	10 inches	72 inches width

To bid on this (Item Number 19) series, the manufacturer's product shall be available in all listed materials and configurations.

MDF or Particleboard with Laminate Top

MDF or Particleboard top shall be of furniture grade or higher with minimum 1 inch thickness and shall include a HPL top worksurface with the underside being covered with a water-resistant backing sheet, HPL, or better.

Corners and Edging**Radiused Corners**

Worksurfaces shall be routed to have rounded and/or radiused corners so that there are no sharp corners and/or edges.

Edging Material

T-Mold edging is required for this series. 3 millimeter or similar edge banding is not allowed.

Although not required, a urethane and/or polyurethane edging material may be accepted with prior approval (SurfaceWorks Elements Series).

T-Mold Edging

T-Mold edgings shall be curved and/or radiused and mechanically installed. Any holes (top or bottom) made by inserted fasteners shall be filled and/or sealed to prevent water penetration.

A minimum of six (6) colors shall be offered for all standard T-Mold edging, which shall include black and silver or platinum.

Urethane and/or Polyurethane Edging

The urethane edge shall be permanently bonded to the table, resist any separation or tearing, and be able to withstand bumps and blows without denting.

The urethane shall create a watertight seal in keeping liquids from penetrating to the table's core, be easy to clean, and have antimicrobial properties.

Edges shall be rounded for comfort of arms and provide protection and cushioning from people bumping into the product.

The warranty on the edge shall be covered by the manufacturer's warranty and shall have no less than a ten (10)-year warranty, which includes deterioration of the material and/or separation.

A minimum of six (6) colors shall be offered, which shall include black and silver or platinum.

HPL Colors

HPL Colors shall include a minimum of ten (10) colors and/or patterns and shall include Asian Sand, Fusion Maple, Medium Oak, Grey Nebula, Grey Glace, Wild Cherry, and Walnut, or approved equivalent.

Flip Top Mechanism

The table shall have the capability of nesting (i.e., flipping the tabletop vertically to save on storage space).

The worksurface shall be able to be secured in the horizontal position using a minimum of two (2) separate handles and/or latches and/or locking mechanisms to prevent accidental tipping of the worksurface.

Although preferred, it is not a requirement to have a locking mechanism to hold the worksurface in the vertical (nesting) position.

The flipping and/or nesting of the worksurface shall be possible without extraordinary strength or effort.

Modesty Panel

While the modesty panel is to be priced separately from the table, a modesty panel shall be made available for purchase. If a modesty panel is purchased in conjunction with the table, the manufacturer and/or vendor shall install the modesty panel on the table at no additional charge.

If a modesty panel is sold without the matching table, delivery, and hardware (parts) to fasten the modesty panel are still required, but the labor to fasten the modesty panel to the table is not required.

Modesty panels shall be at least 10 inches or more in height and shall not interfere with people's legs when seated, nor impede the flip and nest feature of the table.

The modesty panel may be removable; however, one shall not have to remove the modesty panel to flip or nest the table.

If the modesty panel is made of metal, the color shall be the same color as the frame.

If the modesty panel is made of some other material, the modesty panel needs to be pre-approved before being accepted.

Leg Construction

Table legs shall be constructed of a minimum of 1-1/8 inch thick, 18-gauge steel. Legs may be round, or square shall be mounted into factory installed mounting brackets.

Frame and Legs

Legs may be of a fixed or adjustable height but shall include a worksurface height of 29 inches (plus or minus 1 inch). The legs may be formed in a "T" or "Y" shape. The base of the legs may be flat or curved.

Frame and Leg Colors

Frame and Legs Colors shall include a minimum of two (2) standard color options, which shall include both a silver or platinum color and a charcoal or black color or approved equal.

Note: Chrome shall not be accepted as a color option. It may only be used in the inner leg sleeve insert assembly provided that the item calls for adjustable legs.

Casters (Required, with Two (2)-Locking System)

The manufacturer's standard casters for the item shall be used. Size, diameter, and type of casters shall be appropriate for the weight, usage, and environment of the product.

Casters shall include at least two (2) locking casters.

Glides (Optional)

Optional Glides shall also be available as a no-cost option. Glides shall be 1 inch minimum; glide assembly shall be polished metal with a nylon-base swivel type with adjustable height capacity.

ITEM NUMBER 20: SCIENCE LAB TABLE - CHEMICAL RESISTANT WORKSURFACE

(Pre-Approved Products: Alumni Science Table Series, AmTab All-Welded Series, Artco Bell Makerspace Series, Diversified Woodcrafts X8 Series, Fleetwood MSR Series, National Public Seating (NPS) Steel Tables Series, Norco 4700 Series, Paragon All-Welded Series)

Item Number	Worksurface	Table Size	Adjustable Height (minimum range)	Footing (Glides or casters)
20a	Chemical Resistant Laminate	24 inches by 54 inches	25 inches to 34 inches	Glides
20b	Chemical Resistant Laminate	24 inches by 54 inches	25 inches to 34 inches	Casters
20c	Chemical Resistant Laminate	24 inches by 60 inches	25 inches to 34 inches	Glides
20d	Chemical Resistant Laminate	24 inches by 60 inches	25 inches to 34 inches	Casters

The frame and construction of all other components in this series shall be identical or similar.

To bid on this (Item Number 20) series, the manufacturer's product shall be available in all listed materials and configurations.

MDF or Particleboard with Chemical Resistant Laminate Top

MDF or Particleboard top shall be of furniture grade or higher with minimum 1 inch thickness and shall include a Chemical Resistant HPL top worksurface with the underside being covered with a water-resistant backing sheet, HPL, or better.

Corners and Edging**Radiused Corners**

Worksurfaces shall be routed to have rounded and/or radiused corners so that there are no sharp corners and/or edges.

Chemical Resistant Edging (3-millimeter PVC or T-Mold edging is not acceptable)

To prevent the seepage of chemicals or liquids between the laminate and edges, the top surface shall be edged in a chemical resistant edging material. Acceptable edging products include Sure Edge, Dyna-Rock Edge, or similar products that is chemical resistant and prevents moisture penetration.

Chemical Resistant HPL

An acid and chemical-resistant HPL (Chemsurf or equal) is required.

Product information and samples of this chemical-resistant HPL shall be made available upon request.

Chemical Resistant HPL Colors

Chemical Resistant laminate colors shall include Black. Additional colors may be offered but it shall clearly be notated if it is a no-cost or an upcharge.

Leg Construction

Table legs shall be minimally constructed of 1-1/8 inch thick, 18-gauge tubular steel. Leg inserts shall be minimally constructed of 1 inch thick, 18-gauge tubular steel. Legs shall be mounted into factory installed mounting brackets.

Legs

Four (4)-Post Legs shall be adjustable in height with a positive locking device. The height range of adjustability shall include heights from 25 inches to 34 inches when measured from the floor to the top of worksurface, with a minimum of one-inch increments. Table heights may go lower than

25 inches and/or higher than 34 inches, but it shall include the range between 25 inches to 34 inches.

Frame and Leg Colors

Frame and Leg Colors shall include a minimum of two (2) standard color options, which shall include both a silver or platinum color and a charcoal or black color or approved equal.

Note: Chrome shall not be accepted as a color option. It may only be used in the inner leg sleeve insert assembly provided that the item calls for adjustable legs.

Glides (if equipped)

Glides shall be 1 inch minimum; glide assembly shall be polished metal with a nylon-base swivel type with adjustable height capacity.

Casters (if equipped)

Casters provided with item shall be suitable for both tile and carpeted surfaces and shall be black or charcoal in color. Additional colors may be offered at no additional cost.

Size and/or diameter of casters and/or wheels shall be appropriate for the weight and usage of the product.

Casters used on tables and desks shall include at least two (2) locking casters.

ITEM NUMBER 21: SCIENCE LAB TABLE - EPOXY RESIN WORKSURFACE

(Pre-Approved Products: Alumni Science Table Series, AmTab Sci Series, Fleetwood MSR Series, Paragon All-Welded Series)

Item Number	Worksurface	Table Size	Adjustable Height (minimum range)	Footing (Glides or casters)
21a	Epoxy Resin	24 inches by 54 inches	25 inches to 34 inches	Glides
21b	Epoxy Resin	24 inches by 54 inches	25 inches to 34 inches	Casters
21c	Epoxy Resin	24 inches by 60 inches	25 inches to 34 inches	Glides
21d	Epoxy Resin	24 inches by 60 inches	25 inches to 34 inches	Casters

Epoxy Worksurface Material

Heat and chemical resistant tops are made of 1-inch-thick minimum epoxy resin throughout. Phenolic or Chemical Resistant Laminates are not acceptable for this Series.

Worksurfaces shall have routed or beveled edging to not have any sharp corners or edges.

Leg Construction

Table legs shall be minimally constructed of 1-1/8 inch thick, 18-gauge tubular steel. Leg inserts shall be minimally constructed of 1 inch thick, 18-gauge tubular steel. Legs shall be mounted into factory installed mounting brackets.

Legs

Four (4)-Post Legs shall be adjustable in height with a positive locking device. The height range of adjustability shall include heights from 25 inches to 34 inches when measured from the floor to the top of worksurface, with a minimum of 1-inch increments. Table heights may go lower than 25 inches and/or higher than 34 inches, but it shall include the range between 25 inches to 34 inches.

Table Base shall feature a open-leg design that allows chair placement and legroom from any side of the table.

Prohibited: Lower cross braces, H-braces, U-braces, perimeter stretchers, low-level tie bars, and integrated footrests located on or near the lower portion of the legs

Frame and Leg Colors

Frame and Leg Colors shall include a minimum of two (2) standard color options, which shall include both a silver or platinum color and a charcoal or black color or approved equal.

Note: Chrome shall not be accepted as a color option. It may only be used in the inner leg sleeve insert assembly provided that the item calls for adjustable legs.

Glides (if equipped)

Glides shall be 1 inch minimum; glide assembly shall be polished metal with a nylon-base swivel type with adjustable height capacity.

Casters (if equipped)

Size, diameter, and type of casters shall be appropriate for the weight, usage, and environment of the product.

Non-chair-only applications (tables, desks, chair and desk combos, bookcases, cabinets, etc.) shall have at least two (2) locking casters.

ITEM NUMBER 22: MUSIC CHAIR
CART (FOR MUSIC CHAIR)
 (Pre-Approved Products: AmTab, National Public Seating (NPS))

Item Number	Description	Description
22a	Music Chair	Overall: 33.5 inches height (H) by 19 inches width (W) by 21.5 inches depth (D) Seat: 17.5 inches (H) by 16.5 inches (W) by 16.5 inches (D)
22b	Cart (for Music Chair)	Holds up to eighteen (18) chairs

Music Chair

Frame shall be minimum 7/8-inch square 16-gauge square steel tubing.
 Metal frames shall be powder-coated for durability.
 Seat and back shall be contoured to promote proper posture and made of textured polypropylene.
 Each chair shall have polyethylene, nylon, or steel glides.
 Minimum of four (4) Stack bumpers shall be included to protect the chair when stacked.
 300 pounds minimum weight capacity with maximum chair weight of 13 pounds.

“Waterfall” front edge

The chair must be ergonomically designed for comfort, with a seat that distributes pressure evenly to prevent fatigue and discomfort during extended periods of sitting. All edges, especially on the seat, must be rounded and smooth to ensure safety and comfort, avoiding any sharp or hard corners.

Music Chair Colors

Available color choices shall include a black frame and seat and seatback.

Cart (for Music Chair)

Frames shall be constructed of heavy-duty steel (or comparable)
 Frames shall be narrow enough to navigate through doorways.
 Casters and/or wheels shall be quiet and smooth rolling.
 Casters shall be heavy-duty and large enough to roll over thresholds and other uneven surfaces.

ITEM NUMBER 23: MUSIC STAND
CART (FOR MUSIC STAND)
 (Pre-Approved Products: National Public Seating (NPS))

Item Number	Description	Description	National Public Seating (NPS)
23a	Music Stand	Desk and/or Worksurface (20 inches (W) by 12 inches (H)) Stand Height (adjustable height) (39 inches to 60 inches)	82MS
23b	Cart	Holds up to ten (10) music stands	DYMS10
23c	Cart	Holds up to twenty (20) music stands	DYMS20

Music Stand

Desk and/or Worksurface made of 22-gauge aluminum or better and where sheet music is held shall be 20 inches (W) by 12 inches (H); and Height shall be adjustable between 39 inches to 60 inches.

Stand shall be made of all metal and shall be minimum 18-gauge powder coated, 1 inch diameter steel, with tension tilt adjustment. Plastic worksurface is not allowed.

The entire unit shall be painted in a heavy-duty powder coat.

Music Stand Colors

Available color choices shall include black.

Cart (for Music Stand)

Frames shall be constructed of heavy-duty steel (or comparable).

Frames shall be narrow enough to navigate through doorways.

Casters and/or wheels shall be quiet and smooth rolling; and

Casters shall be heavy-duty and large enough to roll over thresholds and other uneven surfaces.

ITEM NUMBER 24: STUDENT RECOVERY COUCH

(Pre-Approved Products: Global 308, Hausmann HAU-7905, NORCO Products WF3702, School Health Supply Co. Model 24-051, Virco FABEDPD)

Item Number	Description
24a	Student Recovery Couch

Purpose of use

This product typically used for School Health Room.

Overall Dimensions

72 inches Length (L) by 26 to 29 inches (W) by 19 to 23 inches (H)

Legs

Tubular steel, chrome-plated or baked-on enamel finished, U-shaped or V-shaped. Aluminum legs are not acceptable. Alternately, folding type legs, steel construction, 18-gauge minimum, with safety locking device, shall be acceptable.

Couch padding

Foam, 2 inches minimum thickness, no sag construction.

Pillow

Detachable flat or slant type.

Upholstery

Couch and pillow shall be heavy-duty vinyl meeting all OSHA safety requirements and Federal specifications.

Paper Roll Dispenser

The dispenser shall have plastic band paper cutter in headrest section and shall be securely attached to couch. One (1) roll of white examining table paper, 21 inches wide by 3 inches in diameter, shall be provided with paper roll dispenser.

Color

Color(s) shall be selected from the manufacturer's standard color chart.

ITEM NUMBER 25: MOBILE CUBICLE UNIT (CUBBIE)
(Pre-Approved Products: Fleetwood, Norco)

Item Number	Description	Dimensions 16 inches (D)	Individual Cubicle Measurement 16 inches (D)
25a	Eight (8) Cubicles	50 inches (W) by 32 inches (H)	12 inches (W) by 12 inches (H)
25b	Twelve (12) Cubicles	62 inches (W) by 36 inches (H)	12 inches (W) by 12 inches (H)

The frame and all other components in this series shall be similar or identical.

To bid on this (Item Number 25) series, the manufacturer's product shall be available in all listed materials and configurations.

Cabinet Frame

For strength of product, cabinet end panels shall be enclosed in welded "U" frame assemblies made of minimum 17-gauge, 1 inch square, and minimum 18-gauge, 3/4-inch square welded steel tubing. Frames shall be finished with baked enamel paint.

Cabinet Top

Cabinet top shall be fabricated from 3/4 inch thick, 45-pound particleboard substrate with thermally fused melamine surface (both sides). All edges are edge banded with 3-millimeter-thick PVC material, bonded with hot-melt adhesive.

Cabinet Panels

Ends, backs, bottom, partitions, and shelves are constructed with 3/4 inch thick, 45-pound particleboard substrate with thermally fused melamine surface (both sides). Visually exposed edges are edge banded with 3-millimeter-thick PVC material, bonded with hot-melt adhesive.

Laminate Colors

Shall include a minimum of ten (10) colors and/or patterns and shall include Asian Sand, Fusion Maple, Medium Oak, Grey Nebula, Grey Glace, Wild Cherry, and Walnut, or approved equivalent.

Cabinet Mounting

Cabinet mounting shall consist of four (4) ball bearing swivel-stem casters with sleeve-bearing axles. Caster assemblies shall be integral with cabinet frames on the extreme outboard corners to maintain maximum cabinet stability.

Casters (Required, with Two (2)-Locking System)

The manufacturer's standard casters for the item shall be used. Size, diameter, and type of casters shall be appropriate for the weight, usage, and environment of the product.

Casters shall include at least two (2) locking casters.

Assembly Details

End and back panels shall be attached to the cabinet top with 16-gauge steel brackets fastened with appropriate size pan head screws. Shelves shall be mounted on 16-gauge steel shelf clips fastened with pan head screws.

Panels

Shall be secured in steel frame with appropriately sized truss-head screws. Frames shall be anchored to the top with appropriately sized hanger bolts and helix washers.

ITEM NUMBER 26: MOBILE CHART PAPER AND/OR MAP CASE
MOBILE TEACHER STORAGE CABINET
MOBILE TOTE TRAY CABINET

(Pre-Approved Products: Norco MCU Series, Virco 2000 Series)

Item Number	Description	Dimensions
26a	Mobile Chart Paper and/or Map Case (Five (5) pull-out drawers)	48 inches (W) by 36 inches (H) by 28 inches (D) (24.5 inches minimum interior drawer depth dimension)
26b	Mobile Teacher Storage Cabinet (Swinging lockable doors; five (5) shelves)	48 inches (W) by 72 inches (H) by 28 inches (D)
26c	Mobile Tote Tray Cabinet (Minimum capacity fifteen (15) tote trays)	48 inches (W) by 36 inches (H) by 24 inches (D) (Tote tray size: 13 inches (W) by 19 inches (D) by 4 inches (H))
26d	Mobile Tote Tray Cabinet (Minimum capacity thirty (30) tote trays)	48 inches (W) by 66 inches (H) by 24 inches (D) (Tote tray size: 13 inches (W) by 19 inches (D) by 4 inches (H))

To bid on this (Item Number 26) series, the manufacturer's product shall be available in all listed materials and configurations.

Frame

Frame shall be steel welded into one unitized frame. Unit frame shall be constructed from 16-gauge minimum tubular steel, rigid and sturdy to withstand heavy usage.

Panels

Panels and doors shall be 3/4-inch minimum particleboard surfaced on both sides with HPL or Melamine and/or Thermal Fused Laminate (TFM). Edges shall be finished with T-mold banding. Exposed corners shall be rounded for safety. Side and back panels shall be securely attached to the frame.

Doors shall be securely attached to steel frames with heavy-duty hinges that open doors flat against the cabinet side. A magnetic catch shall secure each door in a closed position. Each door shall be equipped with a steel disc-tumbler lock. Cabinet shall have recessed pull handle.

Chart Paper Case

Chart Paper Case shall have five pull-out drawers that shall glide on full-cradle suspensions with steel ball bearings. Handles on drawers shall be recessed. Minimum interior drawer dimensions: 44 inches (W) by 24-1/2 inches (D) by 3-1/2 inches (H).

Adjustable Cabinet Shelves

Shelves shall be formed from minimum 20-gauge, cold-rolled steel with two U-shaped, full-width steel braces welded to underside or formed of 1/2-inch-thick minimum particleboard with matching melamine or HPL laminate on the top and bottom surfaces. Shelves shall adjust in 1/2-inch increments with adjusting strips that shall be recessed in side panels.

Tote and/or Storage Containers

Tote containers shall be made of either durable high-impact rigid plastic or flexible polypropylene (or similar) and shall also contain a name holder.

Laminates

Laminates shall be constructed of a High-Density Laminate (HDL) made from a reputable manufacturer, such as Wilsonart (or similar).

Thermo-fused Laminate (TFL) or Melamine made from a reputable manufacturer, such as Wilsonart (or similar) shall be acceptable for this series.

A minimum of four (4) laminate colors shall be offered by the manufacturer as standard laminate choices.

Casters (Required, with Two (2)-Locking System)

The manufacturer's standard casters for the item shall be used. Size, diameter, and type of casters shall be appropriate for the weight, usage, and environment of the product.

Casters shall include at least two (2) locking casters.

ITEM NUMBER 27: MOBILE TABLE WITH BENCH SEATING

(Pre-Approved Products: AmTab MBT Series; National Public Seating (NPS) MTFB Series, Virco MTB and MTC Series)

Item Number	Dimensions
27a	8 feet (W) by 56 inches (D) by 27 inches (H)
27b	8 feet (W) by 56 inches (D) by 29 inches (H)
27c	12 feet (W) by 56 inches (D) by 27 inches (H)
27d	12 feet (W) by 56 inches (D) by 29 inches (H)

General Construction

Table bench (not stool) unit shall be rollaway type.

Tables shall be 30 inches deep.

Benches shall be 10 inches deep.

The combined depth of the table and benches shall be 56 inches.

Table and Bench corners and edges shall be rounded and/or radiused so that there are no sharp corners.

Table and bench legs shall all have rubber caps and/or ends and/or feet and non-marking and/or non-marring casters to protect people and floors from being marked.

Tabletop and Bench Surfaces Requirement

Table and bench surfaces shall be constructed of **minimum 3/4-inch plywood (core) topped with a HPL** with an underside backed with a water-resistant backing sheet, laminate, or better.

MDF or Particleboard cores are not allowed.

Laminate (HPL) Requirement

Laminates shall be constructed of a HPL made from a reputable manufacturer, such as Wilsonart (or similar).

HPL Colors

Shall include (minimum) ten (10) colors and/or patterns and shall include Asian Sand, Fusion Maple, Medium Oak, Grey Nebula, Grey Glace, Wild Cherry, and Walnut (or approved equivalent).

Edging

A highly durable Epoxy and/or Urethane Coating and/or Edging is required for all table and bench edges as Standard.

Examples: Dyna-Rock (AmTab), Protect Edge (NPS), Sure Edge (Virco)

Epoxy edging shall be water-resistant, prevent water penetration at the seams, be durable against abrasion, chipping, and be chemical resistant from common cleaning solutions.

T-Mold, 3-millimeter and/or PVC Edge Banding, Paint and/or Varnish or any other type of edging are not allowed for this Series.

Edging colors

A minimum of eight (8) distinct colors shall be provided by the manufacturer as standard and shall include Silver or Light-Medium Grey and Charcoal or Black.

Laminate and Edging (color combinations)

Using standard laminates and edging colors, the manufacturer shall be able to offer distinct laminate and edging color combinations for both the table and bench at no additional charge (i.e., the table may have both a distinct laminate and edging color from the bench) at no additional charge,

Frame

Tabletops and benches shall solely be used as work and/or seating surfaces and shall not be used as structural or operating parts of the table or benches.

The table frame shall be built of heavy gauge structural steel, electric arc welded.

Entire understructure shall be completely unitized and self-supporting.

The paint finish shall be high grade powder coat, epoxy, or similar of equal to or better material; electrostatically applied; resistant to acids and caustics commonly found in cafeterias and enable unit to be corrosion and rust resistant.

Frame colors

A minimum of two (2) frame colors shall be provided by the manufacturer as standard and shall include silver or light-medium grey and charcoal or black.

Chrome may be offered but it does not count towards the two (2) minimum colors.

Folding Mechanism

Table units shall open and close from the center of the table and shall be assisted by steel torsion bars or pneumatic type lifts.

Table units shall be provided with positive locking devices in both open and closed positions.

Locking device shall be engaged automatically when table is opened, either spring loaded or pneumatic. Manual locking of unit in open position shall not be acceptable. Alternately, however, a table unit with a manual locking feature may be acceptable provided the device for locking the table unit in an open position can be removed from the table unit and thereby fixing the table in an open position until released by the same device.

Locking device shall keep table unit opened in a straight, rigid position when weight is applied at extreme ends of the unit. The table unit which lifts at the center when weight is applied at the extreme ends of unit shall not be acceptable.

Table unit, in a closed position, shall be mounted on durable rubber casters which provide non-marring features for either concrete or VCT tile floors.

Casters (Required, with Two (2)-Locking System)

The manufacturer's standard casters for the item shall be used. Size, diameter, and type of casters shall be appropriate for the weight, usage, and environment of the product.

Casters shall include at least two (2) locking casters.

ITEM NUMBER 28: MOBILE CONVERTIBLE TABLE WITH BENCH SEATING

(Pre-Approved Products: Alumni Convertible Bench Table, AmTab MCB Series, National Public Seating (NPS) CB Series, Virco MTC Series)

Item Number	Dimensions
28a	6 feet (W) by 28 inches (D) by 27 inches (H)
28b	6 feet (W) by 28 inches (D) by 29 inches (H)
28c	8 feet (W) by 28 inches (D) by 27 inches (H)
28d	8 feet (W) by 28 inches (D) by 29 inches (H)

General Construction

The dining table unit provided shall be convertible bench (not stool) and table type, 6 feet or 8 feet (W) by 28 inches (D) when fully extended, and 27 inch or 29-inch table (H) as specified.

Table and bench legs shall all have rubber caps and/or ends and/or feet and non-marking and/or non-marring casters to protect people and floors from being marked.

Tabletop and Bench Surfaces Requirement

Table and bench surfaces shall be constructed of **minimum 3/4-inch plywood (core) topped with a HPL** with an underside backed with a water-resistant backing sheet, laminate, or better.

MDF or Particleboard cores are not allowed.

Laminate (HPL) Requirement

Laminates shall be constructed of a HPL made from a reputable manufacturer, such as Wilsonart (or similar).

High Pressure Laminate Colors

Shall include (minimum) ten (10) colors and/or patterns and shall include Asian Sand, Fusion Maple, Medium Oak, Grey Nebula, Grey Glace, Wild Cherry, and Walnut (or approved equivalent).

Edging

A highly durable Epoxy and/or Urethane Coating and/or Edging is required for all table and bench edges.

Examples: Armor Edge (Alumni), Dyna-Rock (AmTab), Protect Edge (NPS), Sure Edge (Virco)

Epoxy edging shall be water-resistant, prevent water penetration at the seams, be durable against abrasion, chipping, and be chemical resistant from common cleaning solutions.

T-Mold, 3 millimeter and/or PVC Edge Banding, Paint and/or Varnish or any other type of edging is not allowed for this Series.

Edging colors

A minimum of eight (8) distinct colors shall be provided by the manufacturer as standard and shall include Charcoal or Black and Silver or Light-Medium Grey

Frame

Tabletops and benches shall solely be used as work and/or seating surfaces and shall not be used as structural or operating parts of the table or benches.

The table frame shall be built of heavy gauge structural steel, electric arc welded.

Entire understructure shall be completely unitized and self-supporting.

The paint finish shall be high grade powder coat, epoxy, or similar of equal to or better material; electrostatically applied; resistant to acids and caustics commonly found in cafeterias and enable unit to be corrosion and rust resistant.

Frame colors

A minimum of two (2) frame colors (Charcoal or Black).shall be provided by the manufacturer as standard and shall include silver or light-medium grey and charcoal or black. All the color selections shall be provided at no additional cost.

Chrome may be offered but does not count towards the two (2) minimum colors.

Features

Table shall be convertible from bench to table (or vice versa) in single operation.

Table shall have positive locks to secure the top when backrest is converted to table position.

The seat and tabletop (backrest) shall be able to be folded together for compact storage and convenience of movement.

Unit shall have four (4) 3 inches diameter, swivel casters (two with locks) for easy movement.

In an open position, the unit shall have a minimum of seven (7) points of contact with the floor for proper balance and safety.

Seat shall be supported by a minimum of three (3) legs, vinyl tipped, to give additional support and stability to the unit especially when in bench position.

The backrest (tabletop) shall have at least four (4) vertical support columns for support and stability to the unit especially when in table position.

Tabletop colors

Tabletop color shall be selected from manufacturer's standard color chart which shall include at minimum Fusion Maple, Medium Oak, Grey Nebula or equal. All the color selections shall be provided at no additional cost.

Casters (Required, with Two (2)-Locking System)

The manufacturer's standard casters for the item shall be used. Size, diameter, and type of casters shall be appropriate for the weight, usage, and environment of the product.

Casters shall include at least two (2) locking casters.

ITEM NUMBER 29: MOBILE FOLDING ROUND DINING TABLE
MOBILE FOLDING ROUND DINING TABLE WITH STOOLS

(Pre-Approved Products: AmTab MRD and/or MSR Series; HON HR Series;
National Public Seating (NPS) MTR Series, Virco MT and/or MTS Series)

Item Number	Description
29a	No Stools 48 inches (W) by 27 inches (H)
29b	No Stools 48 inches (W) by 29 inches (H)
29c	With eight (8) Stools Table: 60 inches (W) by 27 inches (H) Stools: 15 inches (H)
29d	With eight (8) Stools Table: 60 inches (W) x 29 inches (H) Stools: 17 inches (H)

Construction

The table frame shall be built of heavy gauge structural steel, electric arc welded.

Entire understructure shall be completely unitized and self-supporting.

Tops shall be solely used on surfaces and shall not be used as structural or operating parts of the table.

Table units shall open or close from the center of the table and shall be assisted by steel torsion bars or pneumatic type lifts.

Table units shall be provided with positive locking devices in both open and closed positions.

Table and bench legs shall all have rubber caps and/or ends and/or feet to protect people and floors from being marked.

Legs of table and stools (if equipped) shall all have one of the following to protect people and floors from being marked.

- rubber caps;
- ends;
- feet; and
- non-marking and/or non-marring casters

Tabletop and stool top

Tops for both table and stool (if equipped) shall be constructed of **minimum 3/4-inch plywood (core)** topped with a HPL with an underside backed with a water-resistant backing sheet, laminate, or better.

MDF or Particleboard cores are not allowed.

Laminate (HPL) Requirement

Laminates shall be constructed of a HPL made from a reputable manufacturer, such as Wilsonart (or similar).

HPL Colors

Shall include (minimum) ten (10) colors and/or patterns and shall include Asian Sand, Fusion Maple, Medium Oak, Grey Nebula, Grey Glace, Wild Cherry, and Walnut (or approved equivalent). All the color selections shall be provided at no additional cost.

Edging

A highly durable Epoxy and/or Urethane Coating and/or Edging is required for all table and stool edges.

Examples: Dyna-Rock (AmTab), Protect Edge (NPS), Sure Edge (Virco)

Epoxy edging shall be water-resistant, prevent water penetration at the seams, be durable against abrasion, chipping, and be chemical resistant from common cleaning solutions.

T-Mold, 3millimeter and/or PVC Edge Banding, Paint and/or Varnish or any other type of edging is not allowed for this Series.

Edging colors

A minimum of eight (8) distinct colors shall be provided by the manufacturer as standard and shall include Charcoal or Black and Silver or Light-Medium Grey

Stools (if equipped)

The seating shall be stools (not benches) and shall be made of molded ABS and/or polypropylene, or similar high-impact resistant material.

The stool shall be no less than 13 inches in diameter.

There shall be eight (8) stool seats per table.

Stool colors

A minimum of ten (10) stool colors shall be provided by the manufacturer as standard. The colors shall be impregnated within the plastic and not painted on.

Frame

Tabletops and benches and/or stools shall solely be used as work and/or seating surfaces and shall not be used as structural or operating parts of the table or benches.

The table frame shall be built of heavy gauge structural steel, electric arc welded.

Entire understructure shall be completely unitized and self-supporting.

The paint finish shall be high grade powder coat, epoxy, or similar of equal to or better material; electrostatically applied; resistant to acids and caustics commonly found in cafeterias and enable unit to be corrosion and rust resistant.

Frame colors

A minimum of two (2) paint and/or frame colors shall be provided by the manufacturer as standard and shall include silver or light-medium grey and charcoal or black.

Casters (Required, with Two (2)-Locking System)

The manufacturer's standard casters for the item shall be used. Size, diameter, and type of casters shall be appropriate for the weight, usage, and environment of the product.

Casters shall include at least two (2) locking casters.

ITEM NUMBER 30: METAL FOLDING CHAIR**CART(FOR METAL FOLDING CHAIR)**

(Pre-Approved Products: National Public Seating (NPS) 300 Series, Virco 167 Series)

Item Number	Description
30a	Metal Folding Chair
30b	Cart - 32 or 35 Chair Capacity (Virco: Thirty-two (32) chairs, NPS: Thirty-five (35) chairs,)
30c	Cart - 84 Chair Capacity (NPS, Virco Eighty-four (84) chairs)

Chair Design

"X" or "Y"-leg type. Folds flat for storage.

Frame

18-gauge min. steel formed into double tube and channel section or tubular steel 7/8-inch overall dimensions with multiple cross-bracing for added strength and rigidity. No perforation in tube.

Y-type chair unit shall have a minimum of two (2) leg braces on the back legs and one (1) leg brace on the front legs. X-type chair unit shall have a minimum of two (2) leg braces on both the front and back legs with one of the front leg braces located just below the seat. Assembly shall be entirely by electric resistance welding, except for pivotal points which are joined by solid steel rivets.

Back Support shall be one (1)-piece 24-gauge minimum formed steel, curled safety edge, welded to chair frame. Erect pitch backrest or overall back support construction providing similar upright correct posture design.

Seat

20-gauge minimum cold-rolled steel, drawn and shaped with fully curled edges for strength and safety. The Y-type design shall have a 20-gauge minimum steel bridge welded to the underside of front portion of seat for added strength. Minimum size: 15-1/2 inches (W by 15-3/8 inches (D), 17 inches seat (H).

"Waterfall" front edge

The chair must be ergonomically designed for comfort, with a seat that distributes pressure evenly to prevent fatigue and discomfort during extended periods of sitting. All edges, especially on the seat, must be rounded and smooth to ensure safety and comfort, avoiding any sharp or hard corners.

Legs

All legs shall be equipped with non-marring rubber cushions or equal, easily removed when desired, permitting replacement if necessary.

Weight Capacity

The chair shall be able to support a minimum weight capacity of 400 pounds.

Finish

Baked-on enamel.

Chair Paint Colors

Chairs shall include a minimum of two (2) standard color options,

Cart (for Metal Folding Chairs)

All steel construction, enamel or powder coated finish. The cart and caddy shall have two (2) fixed and two (2) swivel casters, 4 inches minimum diameter.

Cart Colors

Color(s) shall be selected from the manufacturer's standard color chart.

ITEM NUMBER 31: HEAVY-DUTY PLASTIC FOLDING CHAIR
CART (FOR HEAVY-DUTY PLASTIC FOLDING CHAIR)

(Pre-Approved Products: MityLite FlexOne CS Series, National Public Seating (NPS) 1400 Series)

Item Number	Description
31a	Heavy Duty Plastic Folding Chair
31b	Cart – 54 or 58 Chair Capacity (NPS: Fifty-four (54) chairs, Mity Lite: Fifty-eight (58) chairs)
31c	Cart – 90 or 96 Chair Capacity (MityLite: Ninety (90) chairs, NPS: Ninety-six (96) chairs)

Note: Pre-Approved Products (NPS, MityLite) bid amount:

If bidding using NPS products, bid amount for the cart shall include both number DY84 and number EXT8 (extender), ninety-six (96)-chair capacity, to make the cart compatible with the Heavy-Duty Plastic Folding Chair.

If bidding using MityLite products, because the MityLite “Half-Tree” or “Tree” Carts only holds thirty (30) or sixty (60) chairs respectively, the bid amount for **Item 31c** shall provide enough hanging tree carts to store a minimum of ninety (90) chairs in order to make the total capacity comparable to the NPS product ninety-six (96) chairs- either thirty plus sixty (30+60) or thirty plus thirty plus thirty (30+30+30).

The bidder shall specify which combination of products are being submitted with their bid on the Offer Form.

Chairs shall be rated to support weights of up to 1000 pounds (attested to by the manufacturer).

Seat height (when seated) shall be between 18 inches to 19 inches.
Seat width shall be between 17 inches to 20 inches.

Chair Design

“X” or “Y”-leg type. Folds flat for storage.

Seat and Seatback

The seat and seatback and/or backrest shall be made of a polypropylene type of material that is both flexible and durable. The material may be solid or perforated to allow for air flow.

“Waterfall” front edge

The seat must be ergonomically designed for comfort, with a seat that distributes pressure evenly to prevent fatigue and discomfort during extended periods of sitting. All edges, especially on the seat, must be rounded and smooth to ensure safety and comfort, avoiding any sharp or hard corners.

Frame

Minimum 18-gauge steel tubing with multiple cross-bracing for added strength and rigidity.

“X” or “Y” style legs are allowed if they meet all other criteria.

Frame Finish

The frame shall be powder-coated and heat-cured for durability and even paint coverage to prevent rusting.

Frame and Leg (Colors)

Frame and Legs shall include a minimum of two (2) standard color options, which shall include both a silver or platinum color and a charcoal or black color or approved equal.

Note: Chrome shall not be accepted as a color option. It may only be used in the inner leg sleeve insert assembly provided that the item calls for adjustable legs.

Feet

All feet shall be non-marring (rubber, polypropylene, or similar) to prevent streaking and scratching on floors.

Weight Capacity

The chair shall be able to support a minimum weight of 1000 pounds.

Cart for Folding Chairs

All steel construction, enamel or powder coated finish. Cart shall have two (2) fixed and two (2) swivel casters, 4 inches minimum diameter.

Color

Color(s) shall be selected from the manufacturer's standard color chart.

ITEM NUMBER 32: UPHOLSTERED STACKABLE BANQUET CHAIR

(Pre-Approved Products: Falcon R2432, MTS575-2; Global 934, HON 1080 Series; National Public Seating Dome Back Stacker 9200 Series, Norwood NOR-250, Virco 8916SB)

Item Number	Description
32a	Upholstered Stackable Banquet Chair

Steel framed, without arms, stackable, with handhold at top of backrest, post-leg design.

Overall Dimensions:

Overall Height	(30 inches to 32 inches)
Seat Width	(17 inches to 20 inches)
Seat Depth	(18 inches to 21 inches)
Seat Height	(17 inches to 19 inches)

Detailed Specifications

- **Frame Construction - General**

Constructed from seam welded or seamless steel tubing and cold rolled furniture steel.

The frame for the chair shall consist of U-shaped legs and backrest and/or seat support. Frame shall also be without sharp exposed edges, with smooth straight bending of channels and flanges and with rigid welding and bracing. The frame shall enclose the backrest. Frames shall be square in design with a handhold at the top.

Basic frame of chair shall be formed of steel 18-gauge minimum, either squared or rounded. The seat frame for the chair shall be formed of channeled or tubular steel, 18-gauge minimum, welded at a minimum of ten (10) joints. The chair shall have a steel apron-type seat frame upon which the seat cushion is attached. Alternately, an 18-gauge minimum die-cast steel seat shall be acceptable. The seat frame shall be welded to the back frame. Seats shall be securely attached to the seat frame at not less than four (4) points and seat.

Leg support shall be welded laterally between front and back legs, for additional support. Legs shall be slightly flared for stability and tip resistance. Each leg shall have Glides.

- **Seat and Cushion Construction**

Seat shall be particleboard core, 5/8-inch minimum thickness, with foam cushion, 1-1/4 inches minimum thickness and be securely fastened to steel frame.

Upholstery shall be constructed with welted or flat seams designed to hold the contour of the cushion cover. General design and construction of seat cushions shall permit easy removal for reupholstering.

“Waterfall” front edge

The seat must be ergonomically designed for comfort, with a seat that distributes pressure evenly to prevent fatigue and discomfort during extended periods of sitting. All edges, especially on the seat, must be rounded and smooth to ensure safety and comfort, avoiding any sharp or hard corners.

- **Backrest and Cushion Construction**

Backrest shall be particleboard core or polyethylene core, 3/4-inch minimum thickness. Alternatively, 1/2-inch minimum thickness, plywood core shall be acceptable. The back shall also be padded with a foam cushion, 3/4-inch minimum thickness. The top of back frame shall be at least 16 inches from top of seat cushion.

Finish

The chair frame shall be baked-on enamel, corrosion, and rust resistant. The upholstery shall be high grade vinyl, equal to or higher than Group 2 (Basic vinyl with moderate durability and limited resistance to wear and tear).

Color

Chair frame and vinyl fabric selection shall be from manufacturers' standard color chart.

ITEM NUMBER 33: WOOD LIBRARY TABLE

(Pre-Approved Products: NORCO 4100 and 4800 Series)

Item Number	Description
33a	Round Table, 48 inches diameter by 27 inches (H)
33b	Round Table, 48 inches diameter by 29 inches (H)
33c	Table, 36 inches (D) by 60 inches (W) by 27 inches (H)
33d	Table, 36 inches (D) by 60 inches (W) by 29 inches (H)
33e	Table, 36 inches (D) by 72 inches (W) by 27 inches (H)
33f	Table, 36 inches (D) by 72 inches (W) by 29 inches (H)

Detailed Specifications

- **General Construction**

The table provided shall be wood construction, metal-to-metal leg attachment to top or apron around top. Round or rectangular shaped with dimensions: 48 round, 36 inches (D) by 60 inches (W) and 36 inches (D) by 72 inches (W), in 27 inches and 29 inches (H), as indicated on the Offer page.

- **Tabletop**

The tabletop shall be 1-1/8 inch thick, 3-ply, 45-pound minimum density particleboard core with high quality matching wood grain HPL for long-lasting resistance to wear. A backing sheet bonded to the bottom surface of tabletop shall be provided for balanced construction.

Tabletop edges shall be banded with solid hardwood.

- **Table support**

Table support shall be "V" or "L" shaped, 16-gauge minimum steel keel securely attached to underside of top.

- **Legs**

Table legs shall be 2 inches minimum square constructed of solid oak hardwood. Legs shall be attached to thick die cast mounting plate which in turn shall be securely bolted to underside of tabletop. Adjustable rubber cushioned chrome leveling glides shall be attached to each leg. As an alternative to metal-to-metal leg attachments, a table apron would be acceptable. Table apron shall be 3/4 inch minimum by 1-1/8 inches minimum, constructed of solid oak hardwood and attached to underside of tabletop between legs for additional strength and rigidity. All solid wood legs shall be grounded and sanded smoothly with no sharp edges. Each leg shall be finished with a stain and/or varnish as a sealer to match the selected color of the laminate top. Alternatively, simulated wood or solid veneer strips may be properly adhered to the oak finish to provide color and contrast.

Color

Colors for the laminate top and veneer (if applicable) shall be Wilsonart laminate or an approved equivalent. At minimum, Fusion Maple, Medium Oak, and Cherry shall be offered for the laminate top. Additional laminate top colors may be offered at no additional cost. Colors for the metal apron paint or wood stain if applicable shall be from the manufacturer's standard color chart.

ITEM NUMBER 34: WOOD LIBRARY TABLE WITH BUILT-IN ELECTRICAL OUTLETS
(Pre-Approved Products: NORCO 4100 and 4800 Series)

Item Number	Description
34a	36 inches (D) by 60 inches (W) by 27 inches (H)
34b	36 inches (D) by 60 inches (W) by 29 inches (H)
34c	36 inches (D) by 72 inches (W) by 27 inches (H)
34d	36 inches (D) by 72 inches (W) by 29 inches (H)

Detailed Specification

- **General Construction**

The table provided shall be of wood construction, rectangular shaped with an apron. Table sizes shall be 36 inches (D) by 60 inches (W) and 36 inches (D) by 72 inches (W) and table height shall be either 27 inches (H) or 29 inches (H), all as indicated on the Offer Form.

- **Tabletop**

The tabletop shall be 1-1/8 inch thick, 3-ply, 45-pound minimum density particleboard core with high quality matching wood grain HPL for long-lasting resistance to wear. A backing sheet bonded to the bottom surface of tabletop shall be provided for balanced construction.

Tabletop edges shall be banded with solid hardwood.

Table support shall be "V" or "L" shaped, 16-gauge minimum steel keel securely attached to underside of top.

- **Legs**

Table legs shall be 2 inches minimum square constructed of solid oak hardwood. Legs shall be attached to thick die cast mounting plate which in turn shall be securely bolted to underside of tabletop. Adjustable rubber cushioned chrome leveling glides shall be attached to each leg. As an alternative to metal-to-metal leg attachments, a table apron would be acceptable. Table apron shall be 3/4 inch minimum by 1-1/8-inch minimum, constructed of solid oak hardwood and attached to underside of tabletop between legs for additional strength and rigidity. All solid wood legs shall be grounded and sanded smoothly with no sharp edges. Each leg shall be finished with a stain and/or varnish as a sealer to match the selected color of the laminate top. Alternatively, wood veneer strips may be properly adhered to the oak finish to provide color and contrast.

Additional power requirements shall include a 3-inch grommet hole connected to an under-mounted J-shaped channel feeding into a wire management system. The system channel shall run to one of the table's back legs.

The table shall be equipped with one power leg. The power leg shall have three (3) outlets built into the top portion of one (1) rear leg. The attachments to the power leg shall be neutral in color, e.g., off-white.

Color

Colors for the tabletop laminate shall be Wilsonart or approved equivalent. The manufacturer shall offer at minimum, the following standard colors: Fusion Maple, Medium Oak, and Cherry. Colors for the metal apron paint or wood stain if applicable shall be from the manufacturer's standard color chart. All the color selections shall be provided at no additional cost.

ITEM NUMBER 35: WOOD STUDY CARREL

(Pre-Approved Products: Norco Products 3900 Series, Virco 8700 Series)

Item Number	Description	Work Surface	Adjustable Height (Minimum range)	Height from floor to top (Maximum)
35a	Wood Study Carrel	24 inches (D) by 36 inches to 37 inches (W) by 20 inches (H)	23 inches minimum to 33 inches	55 inches

Specifications

- **General Construction**

The carrel provided shall be constructed of 1-1/8-inch HPL particle board. The Worksurface shall be covered with high pressure matching plastic laminate with a minimum thickness of .05 inch (1.27 millimeter).

The carrel shall have a top shelf, 7-1/2 inches to 8 inches wide running the width of the carrel. Shelf thickness shall be 1-1/8 inch and made of the same high density laminated particle board. The shelf shall be 4 inches from the carrel top.

All corners shall have a 1-inch radius edge for safety, and all edging shall be of a heavy-duty vinyl bull-nose T mold edge, PVC edge, or better shall be applied to all sides, including the bottom of the carrel box.

The pedestal base shall be in a T configuration consisting of two legs. Each leg shall be constructed of a minimum 16-gauge, minimum 1 inch by 2-inch tubular steel with single vertical uprights. Adjustments shall be in 1-inch increments.

- **Legs**

Each leg shall have adjustable leveling nylon glides or rubber cushioned case-hardened adjustable steel glides.

Cable management shall be provided with a 1-inch separation between the Worksurface and back panel that guides the cable to a wire-management channel mounted underneath the Worksurface. A single grommet hole shall be placed on the back center of the carrel's surface to facilitate connection with the cable management system.

The carrel frame shall be coated with scratch resistant powder paint finish. The adjustable portion of the lower legs may be chrome.

Laminates

Colors for the carrel's laminate shall be Wilsonart or approved equivalent. The manufacturer shall offer at minimum the following colors: Fusion Maple, Medium Oak, and Cherry. Frame color shall include at minimum, Black or Charcoal and either Virco Silver Mist, Scholar Craft Platinum, or approved equivalent. The adjustable portion of the frame may be chrome. All the color selections shall be provided at no additional cost.

ITEM NUMBER 36: MOBILE BOOK CART

(Pre-Approved Products: HON BCS6, Safco 5357SA, Sandusky Lee SAN-SV336, SAN-SF336, Smith System Model 21001 and/or 21051, Virco KLIB1836D and/or KLIB 1836F

Item Number	Description	Overall Dimensions (min)	Notes
36a	With three (3) flat shelves	Minimum 18 inches (D) by 36 inches (W) by 42 inches (H)	Shelves run the entire dimension of the unit. Minimum clearance between shelves shall be 11-1/2 inches
36b	With six (6) double-sided slanted shelves	Minimum 18 inches (D) by 36 inches (W) by 42 inches (H)	The minimum height clearance between shelves shall be 11-1/2 inches

Specifications

Unit shall be all welded steel construction, supporting 200 pounds per shelf.

Frame Color

Finish shall be powder coated paint finish.

Castors (Required, with Two (2)-Locking System)

Unit shall have a minimum of four (4) 4-inch casters, two (2) swivels and two (2) fixed or four (4) swivels. There shall be at least two (2) casters must have locking system.

ITEM NUMBER 37: TASK CHAIR

(Pre-Approved Products: Eurotech Racer Series, Global Truform Series HON Ignition Series, Merryfair Saga Series Office Master Classic Series, Sitmatic GoodFit Series)

Item Number	Item Name and/or Description
37a	Mid-Back, No Armrests
37b	Mid-Back, With Armrests
37c	High-Back, No Armrests
37d	High-Back, With Armrests

Mid-Back vs High-Back

The definition of what constitutes a mid-back and high-back chair shall be left up to the individual manufacturers and what is stated in their published literature.

However, the guidelines that manufacturers use shall be like those shown below.

A **Mid-Back Chair** shall support the mid and/or lower back and have a minimum seatback height of 20 inches (top of seat to top of seatback).

A **High-Back Chair** shall also support the neck, shoulder, and upper back and have a minimum seatback height of 24 inches (top of seat to top of seatback).

The points of measurement used to meet the minimum range requirements shall follow "The Business and Institutional Furniture Manufacturer's Association (BIFMA)" Chair Measuring Device® (CMD) and the Universal Measuring Procedure.

Headrests

Headrests are only required if the manufacturer states it as being a required component to making the product be considered a high-back chair.

If not having a headrest re-categorizes the chair from being a high-back to a mid-back chair, then the headrest is required to qualify the product as a high-back.

If not having a headrest still categorizes the chair as being a high-back, then the headrest is not required in qualifying the product as a high-back.

Seatback and/or Backrest

Seatback shall be available in the styles and/or heights stated.

Seatback shall be at least 13.7 inches wide.

The vertical height of the forward point of the lumbar support to the seat pan shall fall within the range of 6.4 inches to 9.3 inches. The height of the lumbar support shall include at least part of the recommended range given above and adjust 2 inches up and down.

The back of the seatback may be covered in fabric or a durable plastic shell.

Armrests (if equipped)

Armrests shall be adjustable in height and width and be detachable or lowered to fit under standard 29 inches height worksurfaces.

The minimum armrest height adjustment range shall be 7.4 inches to 10.3 inches.

Seat

Seat width shall be at minimum 19 inches wide and 18 inches in depth.

“Waterfall” front edge

The seat must be ergonomically designed for comfort, with a seat that distributes pressure evenly to prevent fatigue and discomfort during extended periods of sitting. All edges, especially on the seat, must be rounded and smooth to ensure safety and comfort, avoiding any sharp or hard corners.

Seat Cushion

Seat cushion to be made with energy-absorbing, high-density polyurethane foam or better. Upon request, Offeror shall include a foam certificate of analysis. Seat cushion to have eased.

Frame and Metal Parts

All metal parts shall be rust and corrosion resistant. If applicable, for the five-prong pedestal base, a baked-on painted finish; electrostatically applied powder coat finish; or polished aluminum finish shall be acceptable. Color selection shall be from the manufacturer's standard color chart.

Chair Controls and Adjustments (Pneumatic Height Adjust)

All chair controls and adjustments shall be accessible and operable while seated.

Chair controls and adjustments shall be independent from each other.

Seat height shall be adjustable with minimum seat height range of 16 inches to 19.5 inches. The mechanism shall be a gas-spring mechanism, operated by a single lever.

The seat shall have a seat depth adjustment or “horizontal seat slider adjustment.

The chair arms (if equipped) shall have both lateral and horizontal adjustment.

The backrest shall have a tilt adjustment and tilt lock lever.

Task chairs shall include the standard manufacturer's number of cylinders.

Base

Base shall be a Five-Arm “Star” base. The legs shall be constructed of metal but may be covered in plastic.

Casters

Chairs shall have options of casters for carpeted or hard surfaces.

Minimum Weight Capacity

Chairs shall have a minimum weight capacity of 250 pounds and/or meet or exceed current ANSI/BIFMA x5.1

Fabric and/or Upholstery (Fully Upholstered)

Fabric and/or upholstery shall have a factory applied stain guard.

Fabric shall pass minimum test requirements as follows:

Flame Resistance - California Bulletin 117 Section E

Colorfastness to Wet and Dry Crocking - AATCC 8 Dry Crocking, Class 4 Minimum and Wet Crocking, Class 3 Minimum

Colorfastness to Light - AATCC 16A or AATCC 16E Class 4 minimum at 40 hours

Physical Properties:

Brush Pill - ASTM D3511, 3 minimum

Breaking Strength - ASTM D3597-D1682-64 50 pounds minimum in warp and weft

Seam Slippage - ASTM D3597-D434 25

Abrasion - ASTM 3597 modified (number 10 cotton duck) 30,000 double rubs
Wyzenbeek or ASTM D4966 (21-ounce Weight) Martindale equal method

Fabric and Upholstery Colors

Color(s) shall be selected from the manufacturer's standard color chart, which shall include a minimum of three (3) color choices.

Warranty for entire components

The manufacturer's warranty shall be for a minimum ten (10)-year warranty on all components) and shall cover materials and workmanship on frames, bases, controls and gas spring mechanism under normal use, defined as eight (8) hours a day and five (5) days a week.

The only exception to this shall be a minimum five (5)-year warranty on foam and upholstery and/or mesh, and fabrics).

ITEM NUMBER 38: MESH HIGH-BACK FABRIC TASK CHAIR WITH ARMRESTS

(Pre-Approved Products: Eurotech Monterey and Alii Series, Global Vion Series, HON Ignition Series, Merryfair Tune Series, Office Master Classic Series, Sitmatic GoodFit Series)

Item Number	Item Name/Description
38a	Mesh High-Back Fabric Task Chair with Armrests

Definition of Mid-Back vs High-Back

The definition of what constitutes a mid-back and high-back chair shall be left up to the individual manufacturers. However, the guidelines that manufacturers use shall be like those shown below:

Mid-Back Chair shall support the mid and/or lower back and have a minimum seatback height of 20 inches (top of seat to top of seatback).

High-Back Chair shall also support the neck, shoulder, and upper back and have a minimum seatback height of 24 inches (top of seat to top of seatback).

The points of measurement used to meet the minimum range requirements shall follow "The Business and Institutional Furniture Manufacturer's Association (BIFMA)" Chair Measuring Device® (CMD) and the Universal Measuring Procedure.

Headrests

Headrests are only required if the manufacturer shows and/or states it as being a required component to make the product be considered a high-back chair.

If not having a headrest re-categorizes the chair from being a high-back to a mid-back, then the headrest is required to qualifying the product as a high-back.

If not having a headrest still categorizes the chair as being a high-back, then the headrest is not required in qualifying the product as a high-back.

Seatback and Backrest

Seatback shall be available in the Mesh Back styles and/or heights stated.

Seatback shall be at least 13.7 inches wide.

The vertical height of the forward point of the lumbar support to the seat pan shall fall within the range of 6.4 inches to 9.3 inches. The height of the lumbar support shall include at least part of the recommended range given above and adjust 2 inches up and down.

The back of the seatback may be covered in fabric or a durable plastic shell.

Armrests

Armrests shall adjust in height and width and be detachable or lowered for non-use.

Armrest height adjustment range to include the 7.4 inches to 10.3 inches height range.

Seat

Seat width shall be at minimum 19 inches wide and 18 inches in depth. The seat must be ergonomically designed for comfort, with a seat that distributes pressure evenly to prevent fatigue and discomfort during extended periods of sitting. All edges, especially on the seat, must be rounded and smooth to ensure safety and comfort, avoiding any sharp or hard corners

Seat Cushion

Seat cushion to be made with energy-absorbing, high-density polyurethane foam or better. Upon request, Offeror shall include a foam certificate of analysis. Seat cushion to have eased.

Frame and Metal Parts

All metal parts shall be rust and corrosion resistant. If applicable, for the five-prong pedestal base, a baked-on painted finish; electrostatically applied powder coat finish; or polished aluminum finish shall be acceptable.

Color selection shall be from the manufacturer's standard color chart.

Chair Controls and Adjustments (Pneumatic Adjustable Height)

All chair controls and adjustments shall be accessible, operable while seated and shall be independent from each other.

Seat height shall be adjustable with minimum seat height range of 16 inches to 19.5 inches. The mechanism shall be a gas-spring mechanism, operated by a single lever.

The seat shall have a seat depth adjustment or "horizontal seat slider adjustment.

The chair arms (if equipped) shall have both lateral and horizontal adjustment.

The backrest shall have a tilt adjustment and tilt lock lever.

Task chairs shall include the standard manufacturer's number of cylinders.

Casters

Chairs shall have options of casters for carpeted or hard surfaces.

Minimum Weight Capacity

Chairs shall have a minimum weight capacity of 250 pounds and/or meet or exceed current ANSI BIFMA x5.1.

Fabric and Upholstery

Fabric and upholstery shall have a factory applied stain guard.

Fabric shall pass minimum test requirements as follows:

Flame Resistance - California Bulletin 117 Section E

Colorfastness to Wet and Dry Crocking - AATCC 8 Dry Crocking, Class 4 Minimum and Wet Crocking, Class 3 Minimum

Colorfastness to Light - AATCC 16A or AATCC 16E Class 4 minimum at 40 hours

Physical Properties:

Brush Pill - ASTM D3511, 3 minimum

Breaking Strength - ASTM D3597-D1682-64 50 pound minimum in warp and weft

Seam Slippage - ASTM D3597-D434 25

Abrasion - ASTM 3597 modified (number 10 cotton duck) 30,000 double rubs Wyzenbeek or ASTM D4966 (21 ounces Weight) Martindale equal method

Fabric and Upholstery Colors

Color(s) shall be selected from the manufacturer's standard color chart, which shall include the color Black.

Warranty for entire components

The manufacturer's warranty shall be for a minimum ten (10)-year warranty on all components and shall cover materials and workmanship on frames, bases, controls and gas spring mechanism under normal use, defined as eight (8) hours a day by five (5) days a week. The only exception to this shall be a minimum five (5)-year warranty on foam and upholstery and/or mesh, and fabrics).

ITEM NUMBER 39: PLASTIC STACKABLE GUEST CHAIR

(Pre-Approved Products: Herman Miller Caper series, HON Motivate Series, HON Etch Series)

Item Number	Description
39a	With Glides, No Armrests
39b	With Glides, With Armrests
39c	With Casters, No Armrests
39d	With Casters, With Armrests

Manufacturer and Product Line Requirements

Because end-users may require matching furniture of varying configurations, the same manufacturer and product line shall produce all items for the series. The mixing of manufacturers and/or product line is not allowed and may be grounds for disqualification.

Minimum and Maximum Dimensions and Weight

Overall height:	30 inches to 36 inches
Seat width:	18 inches to 20 inches
Seat depth:	17.5 inches to 20 inches
Seat height to floor:	17 inches to 19 inches
Overall weight:	Not to exceed 21 pounds without arms and 23 pounds with arms (published weight subject to verification as required)

Stackability

Chairs shall stack at least four (4) chairs high even if equipped with armrests and/or casters.

The stack shall also be able to roll without the use of a dolly (if chairs are equipped with casters).

Frame and Leg Construction

The chair frame shall be constructed of tubular steel, fully welded at joints to form a single unitized structure. Chair frame and metal parts shall be epoxy powder coat finished, electrostatically applied.

The back legs shall be slightly flared for stability and tip resistance. Tubular steel legs shall be 7/8 inch by 14 gauge minimum, or 1 inch by 17-gauge minimum. Tube ends shall be capped. Chairs shall be designed for usage on either hard floors or carpeted surfaces.

Seat Construction

Shell (seat and back) may either be a one-piece or two-piece construction.

The seat bottom shall be polypropylene or injected and/or curved plastic to protect seat when stacked.

No fasteners shall protrude to the top sitting surface.

“Waterfall” front edge

The chair must be ergonomically designed for comfort, with a seat that distributes pressure evenly to prevent fatigue and discomfort during extended periods of sitting. All edges, especially on the seat, must be rounded and smooth to ensure safety and comfort, avoiding any sharp or hard corners.

Back Construction

Back shall be contoured molded polypropylene and it shall be securely fastened to the steel frame with a minimum of four (4) screws.

No fasteners shall protrude through the front of the seatback.

Seat and back (Shell) Color

Manufacturers shall offer a minimum of seven (7) standard seat and back (shell) colors.

Frame and Leg Construction

The chair frame shall be constructed of tubular steel, fully welded at joints to form a single unitized structure. Chair frame and metal parts shall be epoxy powder coat finished, electrostatically applied.

The back legs shall be slightly flared for stability and tip resistance. Tubular steel legs shall be 7/8 inch by 14 gauge minimum, or 1 inch by 17-gauge minimum. Tube ends shall be capped. Chairs shall be designed for usage on either hard floors or carpeted surfaces.

Frame and Legs Color

Frame and Legs color shall include a minimum of two (2) standard color options, which shall include both a silver or platinum color and a charcoal or black color or approved equal.

Note: Chrome shall not be accepted as a color option. It may only be used in the inner leg sleeve insert assembly provided that the item calls for adjustable legs.

Glides (if equipped)

Nylon or ball glides shall be provided on each leg.

Chairs shall remain stackable, if equipped with glides (minimum stack four (4)-high)

Casters (if equipped)

Casters shall be suitable for both tile and carpeted surfaces and shall be black or charcoal in color. Additional colors may be offered at no additional cost.

Chairs shall remain stackable, even if equipped with casters (minimum stack four (4)-high) and be able to roll while stacked.

Armrests (if equipped)

The chair arm shall be molded polycarbonate and/or polystyrene, or equivalent. Alternately, arms may be 7/8 inches outside diameter tubular steel or cast aluminum with molded soft plastic top insert.

Comfort

It is expected that various manufacturers will have distinct styles and/or designs. It is also understood that people come in various sizes and that comfort can be subjective, depending on the individual. While there is no one size that fits all, chair components (chair seat, back, and armrests) shall be comfortable and acceptable for most of our end-users. The STATE may require vendors to provide physical samples prior to acceptance and shall have sole discretion to accept or reject any submissions for any issues relating to comfort or functionality.

Warranty, Parts, and Repairs

Standard published warranties: minimum ten (10) years on all functional components, five (5) years on glides.

Replacement parts shall be available for field serviceability such that repairs shall be done onsite without the need to send the item back to the manufacturer.

ITEM NUMBER 40: UPHOLSTERED STACKABLE GUEST CHAIR

(Pre-Approved Products: Global Sidero Series, Hon Ignition Series, Maxon Adept series)

Item Number	Description
40a	With Glides, No Armrests
40b	With Glides, With Armrests
40c	With Casters, No Armrests
40d	With Casters, With Armrests

Manufacturer and Product Line Requirements

Because end-users may require matching furniture of varying configurations, the same manufacturer and product line shall produce all items for this series. The mixing of manufacturers and/or product lines is not allowed and may be grounds for disqualification.

Minimum and Maximum Dimensions and Weight

Overall height: 30 inches to 36 inches
Seat width: 18 inches to 20 inches
Seat depth: 17.5 inches to 20 inches
Seat height to floor: 17 inches to 19 inches
Overall weight: Not to exceed 21 pounds without arms and 23 pounds with arms.

Stackability

Chairs shall stack at least three (3) chairs high even if equipped with armrests and/or casters.

The stack shall also be able to roll without the use of a dolly (if chairs are equipped with casters).

Seat Upholstery

Padding shall be .75-inch thick (minimum) polyfoam (if an ergonomic shell is underneath the padding) or 3 inches thick (minimum) urethane foam cushion.

Ergonomic mesh seating is acceptable as a no-cost if it is not the only standard seating option. (Subject to approval)

Seat Construction

Shell (seat and back) may either be a one-piece or two-piece construction.
The seat bottom shall be polypropylene or injected and/or curved plastic to protect seat when stacked.

“Waterfall” front edge

The seat must be ergonomically designed for comfort, with a seat that distributes pressure evenly to prevent fatigue and discomfort during extended periods of sitting. All edges, especially on the seat, must be rounded and smooth to ensure safety and comfort, avoiding any sharp or hard corners.

Back Construction

The back shall be contoured, molded polypropylene or plywood (only if fully upholstered).
The back shall be securely fastened to the steel frame with a minimum of four (4) screws.

Armrests (if equipped)

The chair arm shall be molded polycarbonate and/or polystyrene, or equivalent. Alternately, arms may be 7/8 inches outside diameter tubular steel, or cast aluminum with molded soft plastic top insert.

Armrests do not have to be upholstered.
Chairs shall remain stackable if equipped with armrests.

Back Upholstery

Back Upholstery may either be fully upholstered with foam cushion or contoured plastic back with upholstered foam cushion insert.

Foam padding shall have at least a .75-inch (minimum) thickness.

Ergonomic mesh back (subject to approval) is acceptable if it is not the only option.

Fabric and Color Requirements

Shell

If part of the shell is exposed plastic (in cases where the fabric and/or upholstery does not fully cover the shell) the manufacturer shall offer a minimum of seven (7) standard shell colors.

Fabric

A minimum of nine (9) fabric styles shall be offered from the manufacturer's standard fabric chart. (Note: a different color of the same style and/or pattern does not constitute a distinct fabric style.)

Whatever fabrics are offered by the manufacturer, an average of four (4) color selections shall be available per fabric style.

If there are at least nine (9) unique fabric styles in (Grade 1), only (Grade 1) fabrics shall be offered.

If there are less than nine (9) unique fabric styles in the manufacturer's (Grade 1) fabric selection, (Grade 2 or higher) fabrics may be offered to make the minimum nine (9) unique fabric styles. The price, however, shall remain the same regardless of fabric grade chosen.

Vinyl

In addition to the minimum nine (9) fabrics styles, the manufacturer shall also offer at least a minimum of one (1) vinyl-type selection as part of the standard fabric selection. There is no minimum color requirement for vinyl fabrics if it shall include charcoal or black as a standard color choice.

Upholstered Fabrics

Fabric shall include the CAL 117 fire retardant standard.

All fabrics shall have at least a minimum three (3)-year replacement warranty against rips, wear, and tear.

Frame and Leg Construction

The chair frame shall be constructed of tubular steel, fully welded at joints to form a single unitized structure. Chair frame and metal parts shall be epoxy powder coat finished, electrostatically applied.

The back legs shall be slightly flared for stability and tip resistance. Tubular steel legs shall be 7/8 inch by 14 gauge minimum, or 1 inch by 17-gauge minimum. Tube ends shall be capped. Chairs shall be designed for usage on either hard floors or carpeted surfaces.

Frame and Legs Color

Frame and Legs shall include a minimum of two (2) standard color options, which shall include both a silver or platinum color and a charcoal or black color or approved equal.

Note: Chrome shall not be accepted as a color option. It may only be used in the inner leg sleeve insert assembly provided that the item calls for adjustable legs.

Glides (if equipped)

Nylon or ball glides shall be provided on each leg.

Chairs shall remain stackable, if equipped with glides (minimum stack four (4)-high)

Casters (if equipped)

Casters shall be suitable for both tile and carpeted surfaces and shall be black or charcoal in color. Additional colors may be offered at no additional cost.

Chairs shall remain stackable, even if equipped with casters and shall be able to roll while stacked.

Comfort

It is expected that various manufacturers will have distinct styles and/or designs. It is also understood that people come in various sizes and that comfort can be subjective, depending on the individual. While there is no one size that fits all, chair components (chair seat, back, and armrests) shall be comfortable and acceptable for most of our end-users. The STATE may require vendors to provide physical samples prior to acceptance and shall have sole discretion to accept or reject any submissions for any issues relating to comfort or functionality.

Warranty, Parts, and Repairs

Standard published warranties: minimum ten (10) years on all functional components, five (5) years on glides, and three (3) years on fabrics, foam, and upholstery.

The STATE reserves the right to request that the manufacturer's warranty on its upholstery fabric be submitted for verification.

Replacement parts shall be available for field serviceability such that repairs shall be done onsite without the need to send the item back to the manufacturer.

ITEM NUMBER 41:**OFFICE DESK
CREDENZA**

(Pre-Approved Products: Haskell Smart Series, HON 38000/Brigade Series)

Item Number	Item Description	Overall Size 29 inches*minimum height (H)	Minimum Width at Knee Space	Notes
41a	Single Pedestal Office Desk	30 inches (D) by 48 inches (W)	30-3/4 inches	Include One (1) Full-Height Pedestal shall be available in both Right or Left.
41b	Single Pedestal Office Desk	30 inches (D) by 60 inches (W)	30-3/4 inches	Include One (1) Full-Height Pedestal shall be available in both Right or Left.
41c	Double Pedestal Office Desk	30 inches (D) by 60 inches (W)	27-3/4 inches	Two (2) Full-Height Pedestals Included
41d	Double Pedestal Office Desk	30 inches (D) by 66 inches (W)	33-3/4 inches	Two (2) Full-Height Pedestals Included
41e	L-Shaped Office Desk	Desk: 30 inches (D) by 66 inches (W) Return: 24 inches (D) by 48 inches (W)	Desk: 27 inches Return: With clear transition to 30 inches	Include Two (2) Full-Height Pedestals. Return shall be available in both Right and Left.
41f	Executive Double Pedestal Office Desk	36 inches (D)* by 72 inches (W) (*Depth varies 30 inches to 36 inches)	39-3/4 inches	Include Two (2) Full-Height Pedestal shall be available in both Right and Left. Bowed or Straight Front. 6 inches Overhang on Guest Side.
41g	Executive L-Shaped Office Desk	Desk: 30-36 inches (D) by 72 inches (W) Return: 24 inches (D) by 48 inches (W)	Desk: 33 inches Return: With clear transition to 30 inches	Include Two (2) Full-Height Pedestal. 6 inches Overhang-Guest Side. Return shall be available in both Right and Left.
41h	Credenza	24 inches (D) by 72 inches (W)	39-3/4 inches at center knee space	Include Two (2) Full-Height Pedestals and shall be of the file-file configuration

* (plus or minus 2 inches)

General Specifications

This item number series are freestanding system furniture.

General construction shall ensure rigidity of unit and accurate fitting of drawers and drawer openings. All brackets, fillers, and support accessories to ensure such rigidity shall be included.

Corrosion Protection – All metal parts shall be suitably protected from corrosion by painting, plating, or shall be inherently corrosion resistant. The finish shall be baked enamel finish over rust inhibiting phosphate pretreatment.

Pedestals for all desks (regardless size or configuration; hanging, floor-mounted, or free-standing mobile). It shall be full-height with three (3) drawers in a [box-box-file configuration). The only exception is the credenza where a full-height two (2)-drawer pedestal in a [file-file] configuration may be offered.

Three-Quarter (3/4) Height (hanging) pedestals are not allowed.

Legal and Letter Hanging File Capability

File drawers on all pedestals shall be able to accommodate legal and letter hanging files. If the pedestal file drawer is not wide enough to accommodate legal hanging files, a cross-rail shall be provided for each pedestal so that legal hanging files may be stored in the drawer by re-orienting the hanging files 90 degrees.

If the desk manufacturer does not make cross rails, a generic or a cross-rail made by another manufacturer may be used, provided it attaches to existing desk file rails without the use of an internal wireframe. This cross rail may be made of either metal or plastic but shall be sturdy enough to support a fully loaded drawer without sagging or breaking.

Executive Desk Front (Item Number 41f and 41g)

Bowed or straight front worksurface shapes shall be acceptable for Executive Desks. Desk front surface shall provide a minimum 6 inches overhang on the guest side.

MDF or Particleboard and Laminate Top

MDF or Particleboard top shall be of furniture grade or higher with (5/8-inch minimum thickness for single pupil student desks; 1-inch minimum thickness for any larger-sized tops) and shall include a HPL top worksurface with the underside being covered with a water-resistant backing sheet, HPL, or better.

Corners and Edging

Corners

Corners may either be rounded and/or radiused or squared. If squared corners are used, edging material shall be rounded or beveled to prevent sharp edges.

Edging Material

For this category and/or series, T-Molding or 3-millimeter PVC edge banding is allowed. Edging material needs to be rounded or beveled to prevent sharp edges and/or corners.

T-Mold Edging

T-Mold edging shall be mechanically installed with no visible penetrations on top of or below the Worksurface. A minimum of six (6) colors shall be offered, which shall include black and silver or platinum. Physical samples of edging material shall be provided upon request.

3-millimeter Edging

If 3-millimeter edging is utilized, it shall be of a commercial grade ABS, PVC, or Vinyl and rounded or beveled to prevent sharp corners and edges on the worksurface. A minimum of six (6) colors shall be offered for all 3-millimeter edging, which shall include black and silver or platinum.

The manufacturer shall provide information on the 3-millimeter edging material and type of glue used and shall provide physical samples of all colors upon request.

Laminate Colors

Laminate selection shall include a minimum of ten (10) colors and/or designs which shall include Fusion Maple, Medium Oak, Grey Nebula (or Grey Glace), Wild Cherry, and Walnut (or approved equivalents).

Grommets

Tables shall include up to two (2) cutouts and/or grommets at no additional cost (if requested on the order by the purchaser and/or end-user)

End Panels and Modesty Panel Construction

Full Height End Panels

The full height end panels that serve as desk legs shall be constructed of minimum 20-gauge formed inner panel and an outer panel that are fit together and welded together on the top flange and riveted together on the bottom flanges. Provisions shall be made at the top of the end panel for secure attachment to the worksurface. Nominal desk height with end panels is 29 inches.

Structural foam interior is not required for 22-gauge steel end panel construction.

The edges of all parts and steel sheets shall be further protected by folding, flanging, or grinding to ensure rigidity and strength and smooth edges. End panels without pedestals shall be double wall construction and reinforced to prevent "tin-canning" effect. Alternative construction to include honeycomb panel within steel panels for composite construction.

Provide wire guide cut out in each end panel, with wire guide frame and cover; location coordinated with grommet locations in worksurface above. Alternate location of cut outs shall be in modesty panel below grommet locations.

Modesty Panels

Modesty panels shall be a minimum of $\frac{3}{4}$ height (10 inches minimum) and fully connected to provide rigidity of desk construction. Modesty panels shall be provided for desks, returns, and credenzas. Modesty panels shall be color-matched to the rest of the frame.

Levelers

Shall have a plastic base and screw into two locations on the bottom flange or tube of each panel leg to provide height and 1 $\frac{1}{4}$ inch of leveling adjustment.

Pedestal Construction

There will be one (1) piece side-bottom side with two internal frames, welded for rigidity. Shall be constructed of multiple gauge steel (22-gauge or thicker) mechanically fastened and utilizing ball bearing slides, recessed pulls, and core removable locks.

If the pedestal depth is full depth of desk, return or credenza, provide cut out for wire guide and install wire guide frame at each opening.

Pedestal Configuration

Pedestals for all desks (regardless size or configuration; hanging, floor-mounted, or free-standing mobile). It shall be full-height with three (3) drawers in a [box-box-file configuration]). The only exception is the credenza where a full-height two (2)-drawer pedestal in a [file-file] configuration may be offered.

Pedestal Locks

All Pedestals shall be provided with drawer locking mechanism such as a 0.188-inch diameter steel wire with galvanized finish lock-rod. For double pedestal desks and single pedestal desks with returns provide key alike option so that one key opens drawers on both pedestals. Provide two (2) keys per lock. Desk locks sets shall be unique per order and there shall be a minimum of fifty (50) distinct lock combinations for each model type.

Drawer Construction

All drawers shall have positive stops to prevent accidental pull-outs. Hardware shall be solid, cast aluminum, and bolted to drawer heads.

All pulls shall comply with Americans with Disabilities Act (ADA) requirements.

Box and File Drawers

Sides and bottoms of box and file drawers shall be one (1)-piece construction, welded or mechanically fastened to the front and back piece. The top edge of these drawers' sides and back shall be boxed, rounded, or folded to a close edge to reinforcement and safety.

Interior dimensions of box drawer shall be a minimum of 4-1/4 inches (H) by 11-1/4 inches (W) with a minimum of 16 inches deep clear space.

Sides of box drawer shall be indented or slotted to provide for vertical partition adjustment in increments of not more than 1 inch. One (1) adjustable vertical partition shall be furnished in each box drawer.

Box drawers shall operate on heavy gauge slides welded or mechanically fastened on two (2) sides and shall slide on case tracks secured to pedestal frame. Rollers on nylon glides, or steel ball bearing slides shall be provided positioned to eliminate metal-to-metal contact between slides and tracks.

Interior dimensions of file drawer shall be a minimum of 9-1/4 inches (H) by 12-1/16 inches (W) with a minimum of 17-3/4 inches deep clear space. Exception for drawers in returns and credenzas, where 17-3/4 inches (D) minimum clear space is acceptable.

File drawers shall have heavy duty, full progressive suspension, side arm or cradle type, smooth rolling, operating on steel ball-bearing rollers and provide full extension.

Box and File Drawer Size

The box drawer shall be 15 inches (W) by 23 inches (D) by 6 inches (H).

The file drawer shall be 15 inches (W) by 23 inches (D) by 14 inches (H).

Drawer Pulls

Full-width recessed drawer pulls are required. Loop handles and all other non-recessed pulls are not allowed.

Center Pencil Drawer

Center Pencil Drawers shall be provided on all types of desks with removable pencil tray; overall dimensions 20 inches (W) by 14 inches (D) by 3 inches (H).

Center Pencil Drawer shall operate on a channel or rail with nylon glides or steel ball bearing suspension.

A lock shall be required for the Center Pencil Drawer and will be keyed-alike to match the pedestal drawers of that unit.

For L-Shaped Desks, the Center Pencil Drawer is only required on the Main Desk (a second pencil drawer is not required but may be included on the Return), and a Center Pencil Drawer is not required for the Credenza.

Frame Color

Color(s) shall be selected from the manufacturer's standard color chart, provided that at minimum, Putty, Silver or Gray, and Charcoal or Black.

ITEM NUMBER 42: MOBILE TEACHER DESK

(Pre-Approved Products: AmTab TD Series, HON SmartLink Series, Scholar Craft TD Series)

Item Number	Desk Description	Dimensions 29 inches (H)	Notes
42a	Single Pedestal	30 inches (D) by 54 inches (W) by	Include One (1) Full-Height Pedestal shall be available in both Right or Left.
42b	Single Pedestal	30 inches (D) by 60 inches (W) by	Include One (1) Full-Height Pedestal shall be available in both Right or Left.
42c	Double Pedestal	30 inches (D) by 60 inches (W) by	Two (2) Full-Height Pedestals Included

General Specifications

General construction shall ensure rigidity of unit and accurate fitting of drawers and drawer openings. All brackets, fillers, and support accessories to ensure such rigidity shall be included.

Corrosion Protection – All metal parts shall be suitably protected from corrosion by painting, plating, or shall be inherently corrosion resistant. The finish shall be baked enamel finish over rust inhibiting phosphate pretreatment.

Worksurface shall be rectangular in design with rounded corners. Half-circle edges shall not be used.

Pedestals for all desks (regardless size or configuration; hanging or floor-mounted) shall be full-height with three (3) drawers in a box-box-file configuration). Three-Quarter (3/4) Height (hanging) pedestals are not allowed.

Frame and/or caster design may include rounded metal legs, caster-mounted pedestals, or some combination of the two. The frame and/or caster design shall be sturdy and durable enough to travel and roll over uneven thresholds.

A modesty panel (minimum 10 inches height) shall run across the width of the table. The panel shall be no less than 22-gauge steel attached with screws or fasteners. The modesty panel may end at the pedestal if there are no exposed gaps visible from the front.

Item Number 42 series desks (both 54 inches and 60 inches measurements) shall provide for a minimum 24 inches opening for “leg room”, measured from the desk leg to the pedestal file.

Worksurface**MDF or Particleboard with Laminate Top**

MDF or Particleboard top shall be of furniture grade or higher with (5/8-inch minimum thickness for single pupil student desks; 1-inch minimum thickness for any larger-sized tops) and shall include a HPL top worksurface with the underside being covered with a water-resistant backing sheet, HPL, or better.

Corners and Edging

- **Radiused Corners**

Edges shall be routed to have rounded and/or radiused corners so that there are no sharp corners and/or edges.

- **Edging Material**

T-Mold edging is required for this Series. Edge Banding or 3-millimeter Edging is not allowed.

- **T-Mold Edging**

T-Mold edging shall be mechanically installed with no visible penetrations on top of or below the Worksurface. A minimum of six (6) colors shall be offered for all T-Mold edgings, which shall include black and silver or platinum.

Laminate Colors

Laminate selection shall include a minimum of ten (10) colors and/or designs which shall include Fusion Maple, Medium Oak, Grey Nebula (or Grey Glace), Wild Cherry, and Walnut (or approved equivalents).

Wire Management Channel

A wire management channel of adequate width to fit a six (6) outlet surge protector shall be provided on the underside of the table.

Grommets

Tables shall include up to two (2) cutouts and/or grommets at no additional cost (if requested on the order by the purchaser and/or end-user)

Pedestal Construction

Shall be one (1) piece side-bottom side with two internal frames, welded for rigidity. Shall be constructed of multiple gauge steel (22-gauge or thicker) mechanically fastened and utilizing ball bearing slides, recessed pulls, and core removable locks.

If the pedestal depth is full depth of desk, return or credenza, provide cut out for wire guide and install wire guide frame at each opening.

Pedestal Configuration

Pedestals for all desks (regardless size or configuration; hanging, floor-mounted, or free-standing mobile). It shall be full-height with three (3) drawers in a box-box-file configuration). The only exception is the credenza where a full-height two (2)-drawer pedestal in a file-file configuration may be offered.

Pedestal Locks

All Pedestals shall be provided with drawer locking mechanism such as a 0.188-inch diameter steel wire with galvanized finish lock-rod. For double pedestal desks and single pedestal desks with returns provide key alike option so that one key opens drawers on both pedestals. Provide two (2) keys per lock. Desk locks sets shall be unique per order and there shall be a minimum of fifty (50) distinct lock combinations for each model type.

Drawer Construction

All drawers shall have positive stops to prevent accidental pull-outs. Hardware shall be solid, cast aluminum, and bolted to drawer heads.

All pulls shall comply with ADA requirements.

Box and File Drawers

Sides and bottoms of box and file drawers shall be one-piece construction, welded or mechanically fastened to the front and back piece. The top edge of these drawers' sides and back shall be boxed, rounded, or folded to a close edge to reinforcement and safety. Interior dimensions of box drawer shall be a minimum of 4-1/4 inches (H) by 11-1/4 inches (W) with a minimum of 16 inches deep clear space.

Sides of box drawer shall be indented or slotted to provide for vertical partition adjustment in increments of not more than 1 inch. One (1) adjustable vertical partition shall be furnished in each box drawer.

Box drawers shall operate on heavy gauge slides welded or mechanically fastened on two (2) sides and shall slide on case tracks secured to pedestal frame. Rollers on nylon glides, or steel

ball bearing slides shall be provided positioned to eliminate metal-to-metal contact between slides and tracks.

Interior dimensions of file drawer shall be a minimum of 9-1/4 inches (H) by 12-1/16 inches (W) with a minimum of 17-3/4 inches deep clear space. Exception made for drawers in returns and credenzas, where 17-3/4 inches (D) minimum clear space is acceptable.

File drawers shall have heavy duty, full progressive suspension, side arm or cradle type, smooth rolling, operating on steel ball-bearing rollers and provide full extension.

Box and File Drawer Size

The box drawer shall be 15 inches (W) by 23 inches (D) by 6 inches (H).

The file drawer shall be 15 inches (W) by 23 inches (D) by 14 inches (H).

Recessed Drawer Pulls

Full-width recessed drawer pulls are required. Loop handles and all other non-recessed pulls are not allowed.

Center Pencil Drawer

Center Pencil Drawers shall be provided on all types of desks with removable pencil tray; overall dimensions 20 inches (W) by 14 inches (D) by 3 inches (H).

Center Pencil Drawer shall operate on a channel or rail with nylon glides or steel ball bearing suspension.

A lock shall be required for the Center Pencil Drawer and will be keyed-alike to match the pedestal drawers of that unit.

Modesty Panel

All desks, regardless of configuration, shall include a modesty panel and it shall be color-matched to the rest of the frame. Modesty panels shall be a minimum of (10 inches high) and fully connected to either the frame and/or pedestal or be under-mounted to the worksurface. There shall be no significant visible gaps when viewed from the front.

Frame Color

Color(s) shall be selected from the manufacturer's standard color chart, provided that at minimum, Putty, Silver or Gray, and Charcoal or Black.

Center Drawer

The desktop shall have a center drawer attached to its underside. The drawer shall be made of composite plastic material, match or contrast the desk's paint color and measure 15 inches to 18 inches (W) by 18 inches to 20 inches (D) x 2 inches (H).

Metal Finish

Metal surfaces shall be electrostatically sprayed with power coat finish.

Color

Color(s) shall be selected from the manufacturer's standard color chart.

Casters (Required, with Two (2)-Locking System)

The manufacturer's standard casters for the item shall be used. Size, diameter, and type of casters shall be appropriate for the weight, usage, and environment of the product.

Casters shall include at least two (2) locking casters.

ITEM NUMBER 43: BASIC CONFERENCE TABLE

(Pre-Approved Products: AmTab Conference and/or Cafe Table Series, Surface Works Extol and/or T-Facto Series)

Item Number	Dimensions* and shape	Height*
43a	42 inches Round	29 inches
43b	48 inches Round	29 inches
43c	42 inches Square	29 inches
43d	48 inches Square	29 inches
43e	30 inches by 60 inches Rectangle or Boat or Racetrack	29 inches
43f	36 inches by 72 inches Rectangle or Boat or Racetrack	29 inches
43g	42 inches by 84 inches Rectangle or Boat or Racetrack	29 inches
43h	48 inches by 96 inches Rectangle or Boat or Racetrack	29 inches

*Dimensions and Height are allowable variance plus or minus 1 inch

Table unit shall consist of an all-metal pedestal base understructure; (four (4) corner leg design is not acceptable).

For Item Number 43e through 43h, table surface shall be available in a minimum of three (3) shapes (rectangular, boat (bowed long edges), and racetrack (oval) radiused short edges at no additional cost.

The vendor and/or manufacturer shall provide up to one (1) round grommet holes and plastic sleeves (upon request) [for round or square tables], and up to two (2) standard round grommet hole(s) and plastic sleeves (upon request) [for all other sizes] (per table) at no additional cost. Grommet holes shall be requested by the purchaser and/or end-user and be stated on the submitted purchase order.

Shape sample**Tabletop (Particle Board)**

Tabletop shall be a single-piece top constructed of 1-inch-thick minimum high-density particleboard (or better) covered with a quality HPL.

The bottom of the tabletop shall be sealed with a water-resistant backing sheet for sealing out moisture and providing a balanced construction to the tabletop.

Some type of metal understructure bracing and/or stretcher bar shall be in place to prevent sagging.

T-Mold Edging

T-Mold edging is required in this Series. Alternate edging materials may be offered (in addition to) (not in place of) T-Mold edging.

T-Mold edging shall be mechanically installed with no visible penetrations on top of or below the Worksurface. A minimum of four (4) colors shall be offered for all T-Mold edging that shall include black and silver or platinum.

Laminate Color

Tabletop colors shall include at minimum, Light Maple, Medium Oak, Wild Cherry, Walnut, and Grey Nebula, Grey Glace, or an approved equivalent.

Legs and Base

The base shall be all metal construction, with adjustable glides on each point that meets the floor. All Leg and Base designs shall be pre-approved. All base and legs shall be securely fastened to the tabletop at no less than four (4) connection points.

Pedestal Base and Legs for (Round and Square) tables shall be a single 'X' post and/or pedestal design or a round circular disc.

Pedestal Base and Legs for (Rectangle, Boat, and Racetrack) tables shall consist of a minimum of two (2) T' or 'H' style legs.

Leg and frame samples



Frame and Legs Color

Frame and Legs shall include a minimum of two (2) standard color options, which shall include both a silver or platinum color and a charcoal or black color or approved equal.

Note: Chrome shall not be accepted as a color option. It may only be used in the inner leg sleeve insert assembly provided that the item calls for adjustable legs.

ITEM NUMBER 44: DELUXE CONFERENCE TABLE
(Pre-Approved Products: Hon Preside Series)

Item Number	Dimensions* and Shape	Height*
44a	42 inches Round	29 inches
44b	48 inches Round	29 inches
44c	42 inches Square	29 inches
44d	48 inches Square	29 inches
44e	30 inches by 60 inches Rectangle or Boat or Racetrack	29 inches
44f	36 inches by 72 inches Rectangle or Boat or Racetrack	29 inches
44g	42 inches by 84 inches Rectangle or Boat or Racetrack	29 inches
44h	48 inches by 96 inches Rectangle or Boat or Racetrack	29 inches

*Dimensions and Height are allowable variance plus or minus 1 inch

Table unit shall consist of an all-metal pedestal base understructure. Four (4) corner leg design is not acceptable.

For Item Number 44e through 44h, table surface shall be available in a minimum of 3 shapes (rectangular, boat (bowed long edges), and racetrack (oval) radiused short edges at no additional cost.

The vendor and/or manufacturer shall provide up to one (1) round grommet holes and plastic sleeves (upon request) [for round or square tables], and up to two (2) standard round grommet hole(s) and plastic sleeves (upon request) [for all other sizes] (per table) at no additional cost. Grommet holes shall be requested by the purchaser and/or end-user and be stated on the submitted purchase order.

Shape Sample



Tabletop (Particle Board)

Shall be a single-piece top constructed of 1-inch-thick minimum high-density particleboard (or better) covered with a quality HPL.

The bottom of the tabletop shall be sealed with a water-resistant backing sheet for sealing out moisture and providing a balanced construction to the tabletop.

Some type of metal understructure bracing and/or stretcher bar shall be in place to prevent sagging.

T-Mold Edging

T-Mold edging is required in this Series. Alternate edging materials may be offered (in addition to) (not in place of) T-Mold edging.

T-Mold edging shall be mechanically installed with no visible penetrations on top of or below the Worksurface. A minimum of seven (7) colors shall be offered for all T-Mold edging that shall include black and silver or platinum.

Laminate Color

Tabletop colors shall include at minimum, Light Maple, Medium Oak, Wild Cherry, Walnut, and Grey Nebula or Grey Glace or an approved equivalent.

Leg and Base

The base shall be all metal construction, with adjustable glides on each point that meets the floor. All Leg and Base designs shall be pre-approved. All base and legs shall be securely fastened to the tabletop at no less than four (4) connection points.

Pedestal Base and Legs for (Round and Square) tables shall be a single 'X' post and/or pedestal design or a round circular disc.

Pedestal Base and Legs for (Rectangle, Boat, or Racetrack) tables shall consist of a minimum of two (2) T' or 'H' style legs.

Leg and frame samples



Frame and Legs Color

Frame and Legs shall include a minimum of two (2) standard color options, which shall include both a silver or platinum color and a charcoal or black color or approved equal.

Note: Chrome shall not be accepted as a color option. It may only be used in the inner leg sleeve insert assembly provided that the item calls for adjustable legs.

ITEM NUMBER 45: VERTICAL FILE CABINET WITH LOCK

(Pre-Approved Products: Hon 310 series, Global 2600 Plus Series)

Item Number	Description
45a	Letter Size Two (2)-Drawers 15 inches (W) by 28 inches (H) by 26 inches (D)
45b	Legal Size Two (2)-Drawers 18 inches (W) by 28 inches (H) by 26 inches (D)
45c	Letter Size Four (4)-Drawers 15 inches (W) by 52 inches (H) by 26 inches (D)
45d	Legal Size Four (4) Drawers 18 inches (W) by 52 inches (H) by 26 inches (D)

Vertical File Cabinets

Dimensions shall be within plus or minus 2 inches for height and plus or minus 1 inch for depth and width.

Cabinets shall be a minimum of 26 inches deep with full-extension ball-bearing drawer suspension.

Drawer side walls shall be high enough to accommodate hanging file folders eliminating the need for hang-rails and/or wire racks.

All filing cabinets shall meet ANSI BIFMA standards.

Cabinet Construction

File cabinet case shall be all steel construction. Construction of cabinet top shall be 20-gauge minimum, sides, back and bottom shall be 18-gauge minimum.

The outer case or shell shall be sheet steel; alternatively, a single metal wrap-around unit may be separate pieces forming sides and back which are joined by flush seams.

Inner framework or skeleton shall have not less than six (6) interior vertical reinforcing members (uprights) – one (1) at each corner and one (1) centered at each side of the unit.

Drawer-slide supports shall be attached to the three (3) uprights on each side.

Front corner uprights shall be reinforced by 1-3/4-inch-deep cross-rails, forming drawer openings, with the outer edge of the cross-rails formed in a return flange or flat fold. Cross-rails shall be securely attached to the front uprights.

The cabinet unit shall be fully enclosed at the bottom. Bottom enclosure piece shall be welded to the back and side panels and to the front uprights. Bottom of cabinet shall have smooth construction to prevent damage by movement of unit across floor.

Case top shall be welded to the back and side panels – flush seams on sides, flush or overlap on back, and all corners neatly formed. The front of case top shall be shaped on a return flange to form reinforcing member above top drawer.

Drawer Construction

Drawers shall be all steel constructed.

The openings for each drawer shall be properly aligned and with the drawer front fitting squarely into the drawer opening.

Drawer shall provide “full drawer extension” filing capacity with access to all records.

Drawers shall have full-height side walls to support hanging files. Wire frames are not allowed.

File drawer dimensions:

Exterior: (Letter – 28 inches (D) by 15 inches (W)); (Legal – 28 inches (D) by 18 inches (W))

Interior, with compressor or follower block at extreme rear position:
(Letter – 26-1/4 inches (D) by 12-1/4 inches (W) by 10-1/8 inches (H)); (Legal – 26-1/4 inches (D) by 15-1/4 inches (W) by 10-1/8 inches (H))

Each drawer shall either be equipped with a (loop-handle drawer pull-handle with thumb latch) or a (full-width recessed pull with latch mechanism).

The latch mechanism shall be sufficiently strong enough to hold the loaded drawer in a closed position against normal rebound, in a tilted position or an uneven floor. The latch shall be located next to the drawer pull and shall automatically secure the drawer in a closed position until released by latching action.

If the drawers do not include a thumb-latch system, an interlock system (allowing only one (1) drawer to open at a time) is required.

Label holders shall be secured to the drawer front. Holders shall be fastened in a manner not to penetrate the inside drawer front.

Each drawer shall have front and back stops or resilient bumpers.

Each drawer shall have a positive stop to prevent the drawer from falling out when fully extended.

Each drawer shall be equipped with a simple release mechanism for easy removal of drawer from cabinet. Replacement of drawers into cabinet shall be easily done without the necessity of tools.

Drawers shall be constructed in conjunction with the cabinet unit to allow interchangeability of drawers within the same cabinet.

Drawer front shall be double wall construction.

The drawer pull shall be securely bolted to drawer front. If attachment is through the double wall construction, bolt screws and nuts shall be countersunk on the inner front face.

The drawer back, sides and bottom shall be formed of one (1), two (2) - or three (3) -pieces sheet steel welded to drawer back and front. The drawer bottom may have a counter sunk groove to accommodate compressors.

Drawer back shall have a hand hold, with the edges of hold formed or shaped in a manner as to eliminate sharp edges.

The height of drawer back shall not be less than drawer sides; drawer sides shall not be less than 5 inches or more than seven (7) inches high, with top edges boxed, folded, or rounded to a completely enclosed edge for safety and reinforcement.

Compressor

Compressor or follower block shall be provided for each drawer, positive locking type.

Channel formations, if required, for movement of compressor or follower block shall not interfere with the insertion or removal of files or reduce the clear net filing space in the drawer.

Compressor or follower block locking mechanism shall be either spring controlled or drop-type clutch (gravity operated) and shall permit free movement forward and back with lifted or hand released.

Compressor or follower block shall be capable of locking into place at no greater than 1-inch increments.

The compressor or follower block locking method provided shall be as such to prevent disengaging by the pressure of filing material in the drawer.

Drawer Suspension

Drawers shall operate on heavy-duty full progressive suspension, side arm or cradle type, steel construction.

Drawer and case tracks shall be secured to cabinet uprights.

For cradle type suspension the two (2) neutral members shall be joined by a minimum of two (2) tie members spot welded at each connection; alternatively, it may be one (1) -piece stamped out cradle.

Drawers for both side arms and cradle type suspension shall operate on all steel ball-bearing rollers, a minimum of five (5) on each neutral arm.

Alternately, *Accuride* drawer suspensions would be acceptable.

Cabinet Locks

When specified, file cabinets shall have paracentric type locking mechanism with key lock – single push bolt type that shall lock all drawers in the cabinet when lock is pushed in lock position and drawers left open may be closed and positively locked after the cabinet is locked without distorting the lock mechanism.

The unit shall be provided with two (2) sets of keys.

Finish

Metal surfaces shall be finished with epoxy powder coat, electrostatically applied, and rust and corrosion resistant.

Color

Standard colors shall include Beige or Putty, Light Gray, Charcoal, and Black (or similar).

ITEM NUMBER 46:**LATERAL FILE CABINET WITH LOCK**

(Pre-Approved Products: Hon Brigade 800 series; Global 9300 Plus Series)

Item Number	Description
46a	Two (2)-Drawers 36 inches (W) by 28 inches (H) by 19 inches (D)
46b	Wide two (2)-Drawers 42 inches (W) by 28 inches (H) by 19 inches (D)
46c	Three (3)-Drawers 36 inches (W) by 41 inches (H) by 19 inches (D)
46d	Wide three (3)-Drawers 42 inches (W) by 41 inches (H) by 19 inches (D)
46e	Four (4)-Drawer 36 inches (W) by 53 inches (H) by 19 inches (D)
46f	Wide four (4)-Drawers 42 inches (W) by 53 inches (H) by 19 inches (D)
46g	Five (5)-Drawers 36 inches (W) by 67 inches (H) by 19 inches (D)
46h	Wide five (5)-Drawers 42 inches (W) by 67 inches (H) by 19 inches (D)

Lateral File Cabinets

Measurements shall be within (plus or minus) 2 inches for height and (plus or minus) 1 inch for depth and width.

All lateral file cabinets shall contain counterweights to meet ANSI BIFMA standards.

All lateral file cabinets shall contain an interlock system that prevents tipping by only allowing one (1) drawer to be opened at a time.

Full-width drawer pulls are required. Recessed center and/or loop and/or arch drawer pulls are not acceptable.

Cabinet Construction

Cabinet units shall be all steel construction. Cabinet top shall be 18-gauge minimum; sides, back and bottom shall be 20-gauge minimum. Alternately, cabinet top shall be 20-gauge minimum cold rolled steel with 1-1/8-inch flanges on three (3) sides. The front face shall have an additional flange formed inward. Top reinforcement shall be formed to fit inside the top flange.

The cabinet interior shall consist of vertical supports (uprights), welded at the front and back of the cabinet case to provide the framing for unit and provide the support for the drawer suspensions.

The back panel shall be welded to flanges of side panels and top. Corners shall be securely welded and smooth.

File Drawer Construction

Drawer equalizer features shall be provided to stabilize drawer movements.

Cabinets shall have a positive interlock system that prevents a second drawer from being pulled out while one (1) is already out. When the first drawer is opened, the second drawer shall not open more than 1/16 of an inch.

File drawers and/or shelves shall operate on a heavy-duty roll-out suspension system. Case member for suspension system shall be all steel constructed. The suspension system shall operate on steel ball-bearing rollers.

File drawers and/or shelves shall have full-extension capabilities for ease of filing our retrieving materials.

Drawer fronts (doors) shall be hinged and retractable into the body of cabinet. Drawer front (doors) shall also be provided as rigid fronts. A combination of types of drawer fronts (doors) shall be offered for the five (5)-drawer unit.

Drawer fronts (doors) shall be provided with quality hardware; label holder shall be included.

Drawers shall be constructed to accept hanging file folder frames for front-to-back or side-to-side filing.

Drawer Pulls

Full-width recessed drawer pulls are required.

Loop handles and all other non-recessed pulls are not allowed.

Miscellaneous

Each lateral file drawer shall be equipped with hanging file folder frames to support either letter or legal-size material for side-to-side or front-to-back filing. Hanging file folder frames may be an integral part of the drawer or they may be separate, easily installed components furnished with each drawer.

Drawers shall have divider slots at no more than 2-inch intervals.

File cabinet shall be furnished with four (4) adjustable leveling glides, one (1) on each corner of cabinet bottom.

All exposed edges of file drawer shall be smooth.

Posting a shelf for five (5)-drawer units is not required but may be included.

Cabinet Locks

The lock mechanism provided for file cabinet shall be "gang-lock" type and shall include two (2) keys.

Finish

Metal surfaces shall be finished with epoxy powder coat, electrostatically applied, and rust and corrosion resistant.

Color

Standard colors shall include Beige or Putty, Light Gray, Charcoal, and Black (or similar).

ITEM NUMBER 47: FIREPROOF AND WATER RESISTANT FILE CABINET WITH LOCK
(Pre-Approved Products: FireKing File Cabinets Series)

Item Number	Description	Shipping Weight
47a	Vertical, Legal-Size Two (2)-Drawers 27-3/4 inches (H) by 20-13/16 inches (W) by 31-9/16 inches (D)	383 pounds
47b	Vertical, Legal-Size Four (4)-Drawers 52-3/4 inches (H) by 20-13/16 inches (W) by 31-9/16 inches (D)	664 pounds
47c	Lateral Two (2)-Drawers 27-3/4 inches (H) by 37-1/2 inches (W) by 22-1/8 inches (D)	532 pounds
47d	Lateral Four (4)-Drawers 52-3/4 inches (H) by 37-1/2 inches (W) by 22-1/8 inches (D)	907 pounds

Specifications

Filing cabinets furnished shall be impact tested Class C type with inside temperature not exceeding 350 degrees Fahrenheit.

Cabinet units shall be impact tested and insulated to withstand fire and are resistant to water. Insulation for top, bottom, sides, back and partitions shall be cast in one (1) piece without seams and reinforced with 16-gauge minimum steel wire mesh. Insulation shall surround each drawer. The inner steel jacket shall be used to enclose the insulation. Temperature inside cabinet shall not exceed 350 degrees Fahrenheit.

The cabinet unit shall have heavy duty, ball-bearing, and a cadmium-plated suspension system with positive drawer stops.

Cabinet drawers shall each be provided with a vertical file compressor or follower block. Drawers shall also have diecast or aluminum handles, thumb latches and card holders.

The file cabinets provided shall each display a UL label of approval.

Cabinet Locks

File cabinet units shall be provided with a key operated, plunger type lock system.

Finish

Metal surfaces shall be finished with epoxy powder coat, electrostatically applied, and rust and corrosion resistant.

Color

Standard colors shall include Beige or Putty, Light Gray, Charcoal, and Black (or similar).

ITEM NUMBER 48: METAL BOOKCASE

(Pre-Approved Products: Global SBC Series, Virco BCM Series, HON Brigade Series, Maxon Universal Series, Hirsh HL8000 Series)

Item Number	Style	Number of Adjustable shelf	Outside Width(W) and Depth(D) (Minimum to Maximum)	Overall Height (Minimum to Maximum)
48a	Two (2)-Shelves	One (1)	34 inches to 36 inches (W) by 12.5 inches to 14 inches (D)	28 inches to 30 inches
48b	Three (3)-Shelves	Two (2)	34 inches to 36 inches (W) by 12.5 inches to 14 inches (D)	41 inches to 46 inches
48c	Four (4)-Shelves	Three (3)	34 inches to 36 inches (W) by 12.5 inches to 14 inches (D)	47 inches to 60 inches
48d	Five (5)-Shelves	Four (4)	34 inches to 36 inches (W) by 12.5 inches to 14 inches (D)	61 inches to 72 inches
48e	Six (6)-Shelves	Five (5)	34 inches to 36 inches (W) by 12.5 inches to 14 inches (D)	78 inches to 84 inches

Finish

Bookcases shall be finished with baked enamel finish, or epoxy powder coat, electrostatically applied; and shall be rust and corrosion resistant.

Construction

The bookcase shall be all steel construction. Bookcase top shall be 20-gauge minimum, sides, back and bottom shall be 18-gauge minimum. Each configuration shall consist of one (1) fixed bottom shelf and balance in adjustable shelves, adjustable in 1-inch increments.

Adjustable Shelves

All Shelves (except for the bottom shelf) shall be adjustable in 2-inch increments (or less).

Finish

Metal surfaces shall be finished with epoxy powder coat, electrostatically applied, and rust and corrosion resistant.

Color

Standard colors shall include Beige or Putty, Light Gray, Charcoal, and Black (or similar).

ITEM NUMBER 49: MOBILE METAL BOOKCASE

(Pre-Approved Products: Virco BCMCAST series)

Item Number	Style	Number of Adjustable shelf	Outside Width (W) and Depth (D) (Minimum to Maximum)	Overall Height (H) with Casters (Minimum to Maximum)
49a	Two (2)-Shelves	One (1)	34 inches to 36 inches (W) by 13 inches to 18 inches (D)	30 inches to 40 inches
49b	Three (3)-Shelves	Two (2)	34 inches to 36 inches (W) by 13 inches to 18 inches (D)	42 inches to 53 inches
49c	Four (4)-Shelves	Three (3)	34 inches to 36 inches (W) by 13 inches to 18 inches (D)	53 inches to 63 inches
49d	Five (5)-Shelves	Four (4)	34 inches to 36 inches (W) by 13 inches to 18 inches (D)	72 inches to 83 inches

Manufacturers shall be able to provide all requested sizes to bid on this Series (Item Number 49a through 49d).

Construction

The bookcase shall be all steel construction. Bookcase top shall be 20-gauge minimum, sides, back and bottom shall be 18-gauge minimum.

Adjustable Shelves

All Shelves (except for the bottom shelf) shall be adjustable in 2-inch increments (or less).

Casters (Required, with Two (2)-Locking System)

A minimum of four (4) commercial grade casters shall be provided. Casters shall be a minimum 4 inches in diameter of which at least two (2) shall be locking.

Castors shall be easy-rolling and appropriate for both hard surfaces (concrete, tile, etc.) and soft surfaces (carpet).

Finish

Metal surfaces shall be finished with epoxy powder coat, electrostatically applied, and rust and corrosion resistant.

Color

Standard colors shall include Beige or Putty, Light Gray, Charcoal, and Black (or similar).

ITEM NUMBER 50: FIVE SHELVES METAL STORAGE CABINET WITH LOCK

(Pre-Approved Products: HON HSC1872 and HSC2472, Hirsh Storage Cabinets)

Item Number	Outside Depth (D)	Outside Width (W)	Outside Height (H)	Number of Adjustable shelf
50a	18 inches	36 inches	68 inches to 72 inches	Four (4)
50b	24 inches	36 inches	68 inches to 72 inches	Four (4)

Specifications

Metal storage cabinets equipped with four (4) adjustable shelves and two (2) front doors shall be high-grade industrial strength steel construction, free-standing with leveling glides. The cabinet doors shall be equipped locking mechanism.

Paint shall be powder or epoxy coat finished, electrostatically applied.

Meets or exceeds all current, applicable ANSI BIFMA standards.

Adjustable Shelves

Shelving shall be vertically adjustable in increments of 2 inches (or less).

Cabinet Locks

The lock shall be activated by key, and two (2) keys shall be furnished.

The key lock shall operate on a three (3)-point locking mechanism and the key core shall be placed within the door handle.

Finish

Metal surfaces shall be finished with epoxy powder coat, electrostatically applied, and rust and corrosion resistant.

Color

Standard colors shall include Beige or Putty, Light Gray, and Charcoal or Black (or similar).

ITEM NUMBER 51: MOBILE METAL STORAGE CABINET WITH LOCK

(Pre-Approved Products: Alumni Accelerator Series, HON SmartLink Mobile Storage Series)

Item Number	Style	Number of Adjustable shelf	Outside Width (W)	Outside Depth (D)	Overall Height (H) with wheels
51a	Two (2) Shelves	One (1)	29 inches to 48 inches	18 inches to 24 inches	30 inches to 40 inches
51b	Three (3) Shelves	Two (2)	29 inches to 48 inches	18 inches to 24 inches	42 inches to 53 inches
51c	Four (4) Shelves	Three (3)	29 inches to 48 inches	18 inches to 24 inches	53 inches to 63 inches

Specifications

Metal storage cabinets equipped adjustable shelves and two (2)-front doors shall be high-grade industrial strength steel construction, free-standing with leveling glides. The cabinet doors shall be equipped locking mechanism.

Shelving shall be vertically adjustable in increments of 2 inches (or less).

Meets or exceeds all current, applicable ANSI BIFMA standards.

Dolly and/or Caddy

Use of a dolly and/or caddy may be allowed to make a stationary cabinet mobile. The dolly and/or caddy shall be made by the same manufacturer as the cabinet and be designed specifically for that cabinet.

The dolly and/or caddy shall be securely and mechanically fastened to the cabinet such that the cabinet shall not separate from the dolly and/or caddy when moved. Sheet metal screws or adhesive tape is not acceptable.

While the color of the dolly and/or caddy shall preferably be the same color as the cabinet, it is not a requirement. The dolly and/or caddy shall also be durably constructed.

The use of a dolly and/or caddy shall still make the connected cabinet ANSI BIFMA compliant.

Cabinet Locks

The lock shall be activated by key, and two (2) keys shall be furnished.

The key lock shall operate on a three (3)-point locking mechanism and the key core shall be placed within the door handle.

Color

Paint shall be powder or epoxy coat finished, electrostatically applied. A minimum of four (4) colors shall be included as standard and shall include (Beige or Putty), (Light Gray or Silver), (Charcoal or Dark Grey), and (Black [or similar]).

Castors (Required, with Two (2)-Locking System)

Castors shall be easy-rolling and appropriate for hard and soft surfaces.

A minimum of four (4) commercial grade casters shall be provided and shall be securely fastened to the cabinet frame. Casters shall be a minimum 3 inches in diameter of which at least two (2) shall be locking.

Substitution

The above minimum standards may be waived upon submission of proof as to compliance with ANSI BIFMA X5.9 or the most current applicable ANSI BIFMA standard.

**HlePRO
SPECIAL CONDITIONS**

GENERAL INFORMATION

1. Addenda and Interpretations

Discrepancies, omissions, or questions related to this solicitation shall be communicated in writing to the Hawaii State Department of Education, Procurement and Contracts Branch (PCB) via facsimile at (808) 675-0133 or e-mail to kanako.tamashiro@k12.hi.us for interpretation and must be received no later than fourteen (14) calendar days prior to the date fixed for the close of bids.

Interpretation(s), if any, and any supplemental instructions will be in the form of written addenda that will be made available to all HlePRO registered Offerors prior to the date fixed for the close of bids. Failure of any Offeror to receive any such addenda or interpretations shall not relieve the Offeror of any obligation under this solicitation. All addenda issued shall be incorporated into the resulting Contract.

2. Scope

Work under this agreement shall consist of Furnish and Deliver School and Library Furniture for the Hawaii State Department of Education and the Hawaii State Public Library Systems (HSPLS), Statewide and shall be in accordance with these Special Conditions, the attached Specifications, and the State of Hawaii's General Conditions AG-008 (latest revision).

3. State's Commitment

Pursuant to § 3-121-6, HAR, it is mandatory that all Hawaii State Department of Education schools or offices purchase from price lists issued by the Hawaii State Department of Education, Procurement and Contracts Branch. The Chief Procurement Officers of the State Procurement Office on behalf of the Hawaii State Public Library Systems (HSPLS) agrees and commits to the terms of this Invitation for Bids (IFB); this jurisdiction may, but are not required to, utilize the resulting price list.

When quality level or product design is not suited to a school or office's purpose, however, an exception to purchase outside of the price list may be granted to such school or office by the Hawaii State Department of Education.

4. Contract Administrator

For purposes of this Contract, Jeremy Koki, Program Manager or the Program Manager's successor, is designated Contract Administrator (CA). The CA can be contacted by telephone at 808-784-6800, via facsimile at 808-733-2102, or via e-mail at jeremy.koki@k12.hi.us.

The CA is responsible for:

- 4.1. the terms, conditions, quantities, specifications, scope of services, other contract terms, and all decisions relating to the Contract;
- 4.2. monitoring the CONTRACTOR's work, documenting that CONTRACTOR maintains the required insurance coverage (if applicable), resolving contract disputes and discrepancies, evaluating the work of the CONTRACTOR, assuring the services or goods are delivered as required in the Contract, and processing payment for services rendered; and
- 4.3. notifying the Hawaii State Department of Education, PCB in the event of change in scope of work, change in the performance period, increase or decrease in total compensation, and/or changes in any other contract terms.

Notwithstanding the responsibilities set forth hereinabove, any coordination of services falling outside those articulated above shall remain with the head of the purchasing agency, as set forth in the attached General Conditions (see General Conditions, paragraph 1, entitled "Coordination of Services by the STATE.").

The CA has designated Patrick Oyadomari as Point-of-Contact (POC) for this Contract. As such, the POC, or their successor, should be the initial contact on all matters related to this Contract. The POC can be contacted by telephone at 808-784-6831, via facsimile at 808-733-2102, or via e-mail at patrick.oyadomari@k12.hi.us.

5. Contract Period

This Contract shall commence on January 01, 2027 and shall end on December 31, 2027. The Contract price shall remain firm during this twelve (12)-month period, subject to availability of funds as specified in the General Conditions.

Beyond December 31, 2027 this Contract may be extended for not more than one (1) additional six (6)-month period upon mutual written agreement of the parties, prior to expiration. As each option(s) to extend is mutually agreed upon, the CONTRACTOR shall be required to execute a supplement to the Contract for each additional period. The Contract Price for the extended period shall remain the same or lower than the initial Contract Price, subject to any price adjustment allowed by the Contract.

OFFEROR INFORMATION

6. Offeror's Authority to Bid

The STATE will not participate in determinations regarding an Offeror's authority to sell a product or perform a service. If there are any questions or doubts regarding an Offeror's right or ability to obtain and sell a product or to render a service, the Offeror should resolve those issues prior to submitting a bid. If the Offeror's offer meets specifications and is acceptable and the bid price submitted is the lowest bid, the Contract will be awarded to that Offeror.

7. Offeror Qualifications

In addition to meeting legal and any other requirements of this solicitation, Offeror must meet these qualifications to be considered for award.

A. Authorized Distributor or Reseller

At the time of bidding, Offeror shall be an authorized distributor or reseller of school and library furniture with at least five (5) years of previous experience in that capacity. As evidence of this, Offeror may be requested to provide documentation from the manufacturer which verifies Offeror's status as an authorized distributor or reseller.

B. Office Location

Offeror shall have an office on the island of Oahu from where business is conducted and from where the company is accessible to telephone calls for complaints or requests that need immediate attention. An answering service is not acceptable.

C. Personnel

Offeror shall designate at least one (1) employee as the point of contact (POC) for this Contract. This individual shall be based in the State of Hawaii and available during regular business hours, 7:45 a.m. to 4:30 p.m. HST, Monday through Friday excluding holidays, and shall be capable of answering questions, resolving problems, and providing sales, ordering, and follow-up assistance.

Failure on the Offeror's part to meet these requirements may result in rejection of bid. These requirements must remain in effect during the entire contract period. Failure to maintain these requirements may result in cancellation of award.

8. Responsibility of Offerors

Offeror is advised that if awarded a contract under this solicitation, Offeror must furnish proof of compliance with the requirements of HRS § 103D-310(c), as a pre-requisite to receiving a contract:

- 8.1. Chapter 237, General Excise Tax Law;
- 8.2. Chapter 383, Hawaii Employment Security Law;
- 8.3. Chapter 386, Workers' Compensation Law;
- 8.4. Chapter 392, Temporary Disability Insurance;
- 8.5. Chapter 393, Prepaid Health Care Act; and
- 8.6. Chapter 103D-310(c), Certificate of Good Standing (COGS) for entities doing business in the State of Hawaii.

Offeror should refer to the "Price List Execution" provision for further information regarding the above-mentioned requirements.

BID PREPARATION

9. Offer Page OF-1

Offeror is requested to submit the bid under the company's exact legal name as registered with the Department of Commerce and Consumer Affairs, if applicable, and to indicate exact legal name in the appropriate space on Offer Page OF-1. Failure to do so may delay proper execution of the Contract.

The authorized signature on the hard copy Offer Page OF-1 shall be an **original signature in ink**. Ink signatures are not required for electronic submission of a bid on HlePRO. The submission of the bid on HlePRO shall indicate the Offeror's intent to be bound.

10. Taxable Transaction

Unless the HRS exempts a person from paying the applicable general excise tax, work to be performed under this solicitation is a business activity taxable under Chapter 237, HRS and Chapter 238, HRS, where applicable. Both out-of-state and Hawaii-based companies are advised that the gross receipts derived from this Contract are subject to the general excise tax imposed by Chapter 237, HRS, at the current rate and, where applicable, to tangible property imported into the State of Hawaii for resale, subject to the applicable use tax imposed by Chapter 238, HRS.

Information on the Hawaii State Taxes administered by the Department of Taxation is available online at <http://tax.hawaii.gov>.

11. Tax Exempt Transaction

If, however, an Offeror is a person exempt by the HRS from paying the general excise tax and therefore not liable for the taxes on this solicitation, Offeror shall state its tax exempt status and cite the HRS chapter or section allowing the exemption.

For evaluation purposes, pursuant to HRS § 103D-1008, a tax-exempt bid submitted in response to a solicitation shall be increased by the applicable retail rate of general excise tax and the applicable use tax. Under no circumstance shall the dollar amount of the award include the aforementioned adjustment.

12. Bid Price

Unit Bid Price shall be FOB (Free on Board) destination and shall include but not be limited to the following:

- 12.1. All applicable taxes, including the Hawaii General Excise Tax (GET) and applicable use tax, manufacturer and freight costs, warranty, and any other costs incurred to furnish items as specified herein;
- 12.2. Delivery of furniture to the destination specified on the order, completely assembled, adjusted, and placed as directed;

- 12.3. Delivery may require navigating over unpaved driveways and/or walkways (such as the case of new construction) or the use of elevators, ramps, or stairs to reach multiple floors;
- 12.4. Removal of all wrapping and packaging debris after delivery and installation; and
- 12.5. If installation is not completed on the first delivery, additional trips (as necessary) will be made by the vendor at no additional charge.

The Offeror need not bid on all items to be considered for award. However, the Offeror must bid on all sub-items listed under an item number to be considered for item award.

In case of error in extension of the Total Bid Price, Unit Bid Price shall govern.

13. Manufacturer or Brand Name and Product Code or Model Number

Offeror shall provide the exact name of the manufacturer or brand name, the product code or model number, and/or other identifier(s) of the product offered. Failure to do so or indicating remarks such as "as specified" shall be sufficient grounds for rejection of the offer.

If additional space is needed to provide complete product identification, Offeror may attach a separate sheet for that purpose.

If any of the called-for elements of product identification are missing on the Offeror page, the STATE will be unable to determine acceptability of the product(s) offered and whether the Offeror is responsive for the item(s) offered. Offeror shall not be allowed to clarify the item or product identification after the bid opening. This is to ensure all offers are submitted under the same conditions with no opportunity for one Offeror having an advantage over another Offeror after exposure of offers.

14. Authorized Distributor or Reseller

Offeror is requested to provide documentation from the manufacturer which verifies Offeror's status as an authorized distributor or reseller. If requested by the STATE, Offeror shall provide documentation with their Exhibit A within three (3) working days from the STATE's request.

15. Offeror Information

Offeror shall provide information regarding its office location, point-of-contact, on the Exhibit A. Exhibit A shall be provided within three (3) working days from STATE's request.

16. Liability Insurance

Work included under this agreement requires the provision of liability and property damage insurance, to remain in full force and effect during the life of this Contract. Offeror shall refer to the *Liability Insurance* clause for additional information regarding this requirement. Accordingly, Offeror should consider these insurance requirements when preparing their offer.

17. Offer Guaranty

An offer guaranty (bid bond) is not required for this IFB.

18. Pre-Approved Acceptable Products

All items bid for under this solicitation are subject to pre-approval by the STATE prior to the bid opening date. The intent of the STATE is to purchase high-grade quality furniture and equipment. However, it is not the STATE's intent to exclude or limit the products of any responsible manufacturer, if such products are comparable to the quality, performance and/or characteristics required by the STATE.

For products not listed in the SPECIFICATIONS as "Pre-Approved", the following must be submitted to the STATE for evaluation:

- 18.1. Product information sheets (e.g. product introduction, design, etc.);
- 18.2. Product specifications (e.g. product measurements, materials, features, etc.)
- 18.3. Manufacturer's literature;
- 18.4. ANSI/BIFMA Certification;
- 18.5. Greenguard Certification or SCS Indoor Advantage trademark Gold Certification (as detailed in Specifications) or MAS Certified Green Certification; and
- 18.6. Other information that is necessary to establish product quality

Request(s) for pre-qualification of acceptable products and specifications literature will be received up to 4:30 p.m. HST, September 24, 2026 via email one (1) copy of each of the above items to: DOE-Procurement@k12.hi.us.

Prior to evaluating an item for Pre-Approval consideration, STATE inspection of proposed items may be requested. Product brochures and other information submitted shall become the property of the STATE and may be retained for future reference. STATE inspection may also include a physical evaluation of the proposed item and shall be coordinated as needed.

The burden of proof as to the quality and suitability of the offered item shall be upon the Offeror.

The STATE has the right to request for clarification from the Submitter. Any request for clarification that is not responded to in a timely manner, may result in the Submitter's requested products being disapproved.

On or around October 01, 2026, an addendum will be issued via the HlePRO listing all products approved by the STATE as an acceptable product.

Any offer for products that have not been listed as a pre-approved acceptable product will be automatically rejected and will not be considered for award.

The STATE shall be the sole judge as to the acceptability of the offered item(s) and its decision will be final.

BID SUBMITTAL

19. Submission of Bid

Offers will be received through the State of Hawaii eProcurement System (HlePRO) Public Procurement Notices Website at <https://hiepro.ehawaii.gov/welcome.html> no later than the date and time stated on the HlePRO.

Submission of a bid shall constitute an incontrovertible representation by the Offeror of compliance with every requirement of this IFB, and that the IFB documents are sufficient in scope and detail to indicate and convey reasonable understanding of all terms and conditions of performance of the work.

Before submitting a bid, each Offeror must:

- 19.1. examine the solicitation documents thoroughly for defects and questionable or objectionable material. Solicitation documents include this IFB, any attachments, plans referred to herein, and any other relevant documentation. Comments must be submitted in writing and received by the Hawaii State Department of Education, PCB no later than fourteen (14) calendar days prior to the date fixed for the close of bids. This will allow for issuance of addenda, if necessary.
- 19.2. become familiar with state, local, and federal laws, ordinances, rules, and regulations that may in any manner affect cost, progress, or performance of the work.

All bids shall be made through the HlePRO (<https://hiepro.ehawaii.gov/welcome.html>) on the solicitation document(s) available on the HlePRO. Offers shall be completed in accordance with the solicitation instructions, and addenda, if any.

The Specifications, Special Conditions, General Conditions and other documents referenced in or attached to the offer shall be considered a part of the offer submitted, whether or not attached to the offer at the time of submission. Such documents shall not be altered in any way; any alterations so made by the Offeror may result in rejection of the offer.

Offers will be received only until the hour and date set for the close of bids. Unless otherwise stated, Offeror shall submit only one (1) offer. If more than one offer is submitted, all offers shall be rejected for that item.

Hard copies of ALL ORIGINAL OFFER PAGES AND ANY OTHER APPLICABLE DOCUMENTS AS STATED IN THE SOLICITATION must also be received by the Hawaii State Department of Education, Procurement and Contracts Branch, 94-275 Mokuola Street, Room 200, Waipahu, Hawaii 96797, within five (5) working days after the bid closing date.

20. Confidential Information

If an Offeror believes that any portion of Offeror's proposal contains information that should be withheld as confidential, then the Hawaii State Department of Education, PCB should be so advised in writing.

Offeror shall request in writing nondisclosure of designated trade secrets or other proprietary data to be confidential. Such data shall accompany the bid, be clearly marked, and shall be readily separable from the bid in order to facilitate eventual public inspection of the non-confidential portion of the bid.

Pursuant to § 3-122-58, Hawaii Administrative Rules (HAR), the head of the purchasing agency or designee shall consult with the Department of the Attorney General and make a written determination in accordance with Chapter 92F, Hawaii Revised Statutes (HRS). If the request for confidentiality is denied, such information shall be disclosed as public information, unless the Offeror appeals the denial to the Office of Information Practices in accordance with HRS § 92F-42(12).

21. Certification of Independent Cost Determination

By submitting a bid in response to this solicitation, Offeror certifies as follows:

- 21.1. The costs in this IFB have been arrived at independently, without consultation, communication, or agreement with any other Offeror, as to any matter relating to such costs for the purpose of restricting competition.
- 21.2. Unless otherwise required by law, the costs which have been quoted in this IFB have not been knowingly disclosed by the Offeror prior to award, directly or indirectly, to any other Offeror or competitor prior to the award of the Contract.
- 21.3. No other attempt has been made or will be made by the Offeror to solicit or implore any other person or firm to submit or not to submit a bid in response to this IFB for the purpose of restricting competition.

22. Acceptance of Bid

Acceptance of bid, if any, will be made within sixty (60) calendar days after the close of bids and the prices quoted by the Offeror shall remain firm for the sixty (60) day period.

BID EVALUATION

23. Disqualification of Offers

Any one or more of the following causes will be considered as sufficient for disqualification of the offer:

- 23.1. Hard copy offer not signed by an authorized individual.
- 23.2. More than one offer from an Offeror under the same or different names.

23.2.1 Legally distinct Offerors such as subsidiaries or jointly-owned companies may submit offers and these offers may be accepted for evaluation and award if such Offerors submit with their offer a certificate of non-collusion which affirms that the offer is made freely and without collusion with another Offeror.

23.2.1.1 Legally distinct Offerors such as subsidiaries or jointly-owned companies shall submit business registration information indicating that the entities were not created after the IFB was released.

23.3. Evidence of collusion among Offerors or prices obviously unbalanced, lack of responsibility and cooperation as shown by past work, being in arrears on existing contracts with the State of Hawaii, or defaulting on previous contract(s).

23.4. Lack of proper equipment and/or sufficient experience to perform the work contemplated.

23.5. Offer received after specified deadline for close of offers.

23.6. Evidence of any noncompliance with any applicable law, any unauthorized additions or deletions, of submission of conditional offer, incomplete offer, or irregularities of any kind which may make the offer incomplete, indefinite, or ambiguous as to its meaning.

24. Method of Award

Award, if made, shall be on an Island basis (Oahu, Hawaii, Maui [including Molokai and Lanai], and Kauai) to the responsive, responsible Offeror submitting the lowest Total Sum Bid Price per Item. Offeror must bid on all sub-items in order to be eligible for an Item award.

In case of error in the extension of the total bid price, the unit bid price shall govern.

25. Protest

Pursuant to HRS § 103D-701 and § 3-126, HAR, "Legal and Contractual Remedies", an actual or prospective offeror who is aggrieved in connection with the solicitation or award may submit a protest. Any protest shall be submitted in writing to the Hawaii State Department of Education's Chief Procurement Officer, c/o the Procurement Office at the Waipahu Civic Center, 94-275 Mokuola Street, Room 200, Waipahu, Hawaii 96797.

A protest shall be submitted in writing within five (5) working days after the aggrieved person knows or should have known of the facts giving rise thereto; provided that a protest based upon the content of the solicitation shall be submitted in writing prior to the date set for receipt of offers. Further provided that a protest of an award or proposed award shall be submitted within five (5) working days after the posting of award.

The award(s), if any, resulting from this solicitation shall be posted on the HlePRO and shall be posted on the Hawaii Awards and Notices Data System (HANDS) website at <https://hands.ehawaii.gov/hands/awards>.

PRICE LIST EXECUTION

26. Price List Award

Formal written contracts and performance bonds will not be required for awards made in response to this solicitation. Successful Offerors will receive a "Notice of Award by Price List Letter" to which will be attached the price list indicating items awarded. This method of award does not waive compliance with the Specifications, Special Conditions, and General Conditions.

Upon award, the Hawaii State Department of Education will issue a Price List of all items awarded to the CONTRACTOR(s). This price list will be made available to all schools and offices for use throughout the Contract period. The actual purchases will depend on the needs of the schools or offices and availability of funds; the CA or POC shall coordinate all purchases on behalf of the Hawaii State Department of Education. There is no guarantee to purchase any amount of goods.

No work will be undertaken by the CONTRACTOR prior to the commencement date specified on the Contract. The STATE is not liable for any work, contract costs, expenses, loss of profits, or any damages whatsoever incurred by a CONTRACTOR prior to official starting date.

Pursuant to § 3-121-6, HAR, it is mandatory that schools and offices purchase from price lists issued by the Hawaii State Department of Education. When quality level or product design is not suited to their purpose, however, an exception to purchase outside of the price list may be granted to such schools and offices by the Hawaii State Department of Education's PCB.

27. Quantities

Quantities listed herein are estimated for the period specified. The actual quantities shall depend on the needs of the school or offices and funding availability. No guarantee to purchase the exact amounts is intended or implied. For this reason, Offerors shall bid only on regular stock items to avoid inventory hardships that could arise from stocking materials for schools or offices use only. The schools or offices reserves the right to purchase larger or smaller quantities at the prices quoted in this solicitation. In the event the estimated requirements do not materialize in the exact quantities listed herein, such failure shall not constitute grounds for equitable adjustment under this agreement.

The CONTRACTOR, however, may at their option, request approval from the STATE to terminate any line item of the Contract when accumulated purchases for the line item exceed the estimated quantity stated in the bid by twenty-five (25) percent. The request to terminate must be in writing to the CA and shall include a copy of the CONTRACTOR's cumulative record of purchases for the line item. The record shall list the ordering agency, transaction date, and quantity sold. The CA will determine the termination date within ten (10) days from date of receipt of the request.

28. Responsibility of CONTRACTOR

CONTRACTOR shall furnish proof of compliance with these requirements of § 3-122-112, HAR:

- 28.1. Chapter 237, General Excise Tax Law;
- 28.2. Chapter 383, Hawaii Employment Security Law;
- 28.3. Chapter 386, Workers' Compensation Law;
- 28.4. Chapter 392, Temporary Disability Insurance;
- 28.5. Chapter 393, Prepaid Health Care Act; and
- 28.6. One of the following:

28.6.1. That CONTRACTOR is registered and incorporated or organized under the laws of the State of Hawaii (hereinafter referred to as a "Hawaii business"); or

28.6.2. That CONTRACTOR is registered to do business in the State of Hawaii (hereinafter referred to as a "compliant non-Hawaii business").

The CONTRACTOR may demonstrate compliance by submitting an original consolidated CERTIFICATE OF VENDOR COMPLIANCE issued via the online system, "Hawaii Compliance Express." Detailed information about the system and regarding this online application process can be viewed at: <http://vendors.ehawaii.gov>.

29. Hawaii Compliance Express.

A *Certificate of Vendor Compliance* may be obtained through the Hawaii Compliance Express (HCE). This service allows CONTRACTORS to register online through a simple wizard interface at <http://vendors.ehawaii.gov>. The *Certificate of Vendor Compliance* provides current compliance status as of the issuance date, satisfies requirements of HRS § 103D-310(c), and is therefore acceptable for contracting purposes. CONTRACTORS that elect to use HCE services are required to pay an annual registration fee of (at least) twelve dollars (\$12.00).

30. Timely Submission of All Certificates

The above certificates should be applied for and submitted to the Hawaii State Department of Education, PCB as soon as possible. If a valid certificate is not submitted on a timely basis for award, an offer otherwise responsive and responsible may not receive the award.

31. Failure to Execute Contract

Normally, award shall be made within sixty (60) calendar days after the close of bids but in no case will award be made until all necessary investigations are made. After award is made, failure on the CONTRACTOR's part to execute a contract as required within ten (10) calendar days (or such further time as the Superintendent may allow) after the Offeror has received the Contract for execution shall be just cause for the annulment of the award. The Superintendent reserves the right to cancel or reject this solicitation or all offers in whole or in part when it is in the best interest of the STATE or to award the Contract to the next lowest Offeror or may publish another call for tenders, if the lowest bid is non-responsive to the STATE's needs.

32. Availability of Funds

This Contract is subject to the availability of funds. Pursuant to HRS § 103D-309, except in certain circumstances, no contract entered into by the STATE and the CONTRACTOR shall be binding or of any force unless the Chief Financial Officer (CFO) certifies that there is an available unexpended appropriation or balance of an appropriation over and above all outstanding contracts sufficient to cover the amount required by the Contract.

If the Contract requires for performance and/or payment in more than one fiscal year (July 1 to June 30), the CFO may certify only that portion of the total funds allocated to satisfy the STATE's obligations for payments in the current fiscal year. In such event, the STATE will not be liable for the unpaid balance beyond the end of the current fiscal year, and the availability of funds in excess of the amount certified shall be contingent upon future appropriations or special fund revenues. All partially-funded contracts shall be enforceable only to the extent that funds are certified as available. The STATE agrees to notify the CONTRACTOR of such non-allocation at the earliest possible time. The STATE shall not be penalized in the event this provision is exercised. This provision is not meant to permit the STATE to terminate the Contract to acquire similar goods or services from a third party.

33. Liability Insurance

The CONTRACTOR shall maintain in full force and effect, during the life of this Contract, liability and property damage insurance. This insurance shall protect the CONTRACTOR and the CONTRACTOR's subcontractors, if any, from claims for damages for personal injury, accidental death and property damage which may arise from operations under this Contract, whether such operations be by the CONTRACTOR or by a subcontractor or anyone directly or indirectly employed by either of them. If any subcontractor is involved in the performance of the Contract, the insurance policy or policies shall name the subcontractor as additional insured.

As an alternative to the CONTRACTOR providing insurance to cover operations performed by a subcontractor and naming the subcontractor as additional insured, CONTRACTOR may require subcontractor to provide its own insurance which meets the requirements herein. It is understood that a subcontractor's insurance policy(ies) are in addition to the CONTRACTOR's own policy or policies.

The following minimum insurance coverage(s) and limit(s) shall be provided by the CONTRACTOR, including its subcontractor(s) where appropriate:

- Commercial General Liability: \$2,000,000 aggregate
(Occurrence Form) \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
- Automobile Liability: \$1,000,000 per accident
(Combined Single Limit)

General liability and automobile liability policies required by this Contract, including a subcontractor's policy, shall contain the following clause:

- 1) "It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."
- 2) "The State of Hawaii is added as an additional insured as respects to operations performed for the State of Hawaii."

The minimum insurance required shall be in full compliance with the Hawaii Insurance Code throughout the entire term of the Contract, including supplemental agreements. Each insurance policy shall be written by 1) an insurance company licensed to do business in the State of Hawaii, or 2) if not licensed by the State of Hawaii, an insurance company which meets the requirements of § 431:8-301, Hawaii Revised Statutes.

Upon CONTRACTOR's execution of the Contract, the CONTRACTOR agrees to deposit with the STATE certificate(s) of insurance necessary to satisfy the STATE that the insurance provisions of this Contract have been complied with and to keep such insurance in effect and the certificate(s) therefore on deposit with the STATE during the entire term of this Contract, including those of its subcontractor(s), where appropriate. Upon request by the STATE, CONTRACTOR shall be responsible for furnishing a copy of the policy(ies).

Failure of the CONTRACTOR to provide and keep in force such insurance shall be regarded as material default under this Contract, entitling the STATE to exercise any or all of the remedies provided herein.

The procuring of such required insurance shall not be construed to limit CONTRACTOR's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract. Notwithstanding said policy(ies) of insurance, CONTRACTOR shall be obligated for the full and total amount of any damage, injury, or loss caused by the CONTRACTOR, its employees, officers, or agents, in connection with this Contract.

CONTRACTOR shall notify the STATE, via written notice within twenty-four (24) hours should any of the insurance policies evidenced on its Certificate of Insurance form be cancelled, limited in scope, or not renewed upon expiration.

PERFORMANCE OF CONTRACT

34. Authority of the Hawaii State Department of Education

The Hawaii State Department of Education shall decide all questions which may arise as to the work performed, as to the manner of such performance, as to the interpretation of any term, condition or provision, as to the applicability and interpretation of any law, rule or regulation, policies and procedures, as to compensation, or additional reason to service, and as to any other matter which may arise under the Contract. The decision of the Hawaii State Department of Education in such matters shall be final provided that decision is not in violation of law and not arbitrary, capricious or characterized by abuse of discretion.

35. Ordering

The schools or offices will place orders with the CONTRACTOR on an as-needed basis during the contract period. The CONTRACTOR shall honor all orders received during the contract period and deliver according to the contract terms and within the required delivery time.

In the event of order cancellation, the schools or offices shall be responsible for the applicable re-stocking or cancellation fees based on percentages for each Island. Percentage assessment and/or item to restock cancelled order prior to shipment to Hawaii, shall not exceed ten (10%) percent of Unit Bid Price. Percentage assessment and/or item for cancelled order(s) received in Hawaii, shall not exceed thirty-five (35%) percent of Unit Bid Price.

36. Furniture Literature and Color Charts

Upon request from the schools or offices, the CONTRACTOR shall furnish furniture literature including product descriptions, picture of item, and specifications. This shall be produced to the requesting school or office by mail, hand-delivery, or made available online. There shall be no additional charge for the literature.

Color selection shall be as stated in the Specifications and on the purchase order (PO). If color selection is not stated on the PO, the CONTRACTOR shall contact the ordering schools or offices within seven (7) days from

receipt of PO to determine color selection. If failure to contact the ordering schools or offices results in a delay of delivery time, the ordering school or offices will not grant a delivery extension to the CONTRACTOR.

37. Acknowledgement

CONTRACTOR shall provide order acknowledgement and status of delivery within seven (7) days from receipt of PO. Delivery status shall be provided by the CONTRACTOR on a timely basis as requested either verbally or in writing by the ordering schools or offices.

38. Delivery

Delivery instructions will be specified on the purchase order. The schools or offices will not accept delivery prior to the delivery date.

- Orders placed between March through June shall be delivered **within 120 calendar days** from date of receipt of the order or date on the order, whichever is later.
- Orders placed between July through February shall be delivered **within 90 calendar days** from date of receipt of the order or date on the order, whichever is later.

The CONTRACTOR shall contact the employee of the schools or offices listed on PO at least five (5) working days prior to anticipated delivery to determine a mutually agreed upon delivery time and for specific instructions. The name and telephone number of the contact person will be listed on the PO.

Upon delivery, CONTRACTOR shall ensure that a delivery receipt indicating the Price List number and PO number. The delivery receipt must be signed and dated by the authorized personnel at schools or offices. Items shall not be delivered without prior notification.

The CONTRACTOR shall be responsible for the items until delivered, installed and accepted by the authorized personnel at schools or offices. Delivery of the furniture shall include but are not limited to:

- delivery of furniture to the destination specified on the order, completely assembled, adjusted, and placed as directed. Second and third floor deliveries shall be included. The schools or offices will provide elevator access whenever possible, and
- removal and hauling of all packaging materials, debris and wrapping. The CONTRACTOR shall not use schools or offices refuse dumpsters for disposal.

In the event storage by the CONTRACTOR is required beyond the specified delivery date, the CONTRACTOR shall notify the authorized schools or offices personnel at least five (5) working days prior to incurring storage expenses to obtain approval of daily rate for storage. If approval is granted, the CONTRACTOR will be reimbursed.

39. Extension of Delivery

The CONTRACTOR shall complete delivery within the time specified in this Contract. In addition to any delivery delay due to causes covered in the General Conditions, Paragraph 13.d., the CONTRACTOR may also be excused for additional unforeseen delays due to valid reasons beyond the CONTRACTOR's control if the CONTRACTOR submits written notification to the schools or offices prior to the delivery service date, and the schools or offices accepts such justification and approves the revised date. Any such written request or notification must also contain the information listed below.

The notification shall be sent to:

Hawaii State Department of Education
Office of Facilities and Operations
Facilities Business Branch, Project Control Section
3633 Waialae Ave., Bldg. C-Room C212
Honolulu, Hawaii 96816
Attention: Patrick Oyadomari

And shall include:

- 39.1. IFB Number and Contract Number;
- 39.2. Documentation evidencing that the delay was, in fact, due to reasons beyond the CONTRACTOR's control; and
- 39.3. New Delivery Date.

No delivery extension will be considered without proper documentation.

40. Failure to Deliver

CONTRACTOR shall be obliged to deliver products in accordance with terms and conditions specified herein. If a CONTRACTOR is unable to deliver products under this Contract, it shall be the CONTRACTOR's responsibility to obtain an acceptable substitute at the contracted price. In the event a CONTRACTOR consistently needs to substitute or refuses to substitute products, the STATE reserves the right to terminate the Contract and or to initiate the debarment process pursuant to chapter 3-126, Legal and Contractual Remedies, Hawaii Administrative Rules.

If an item is backordered or cannot be delivered within the required time frame for any reason, it shall be the CONTRACTOR's responsibility to notify the schools or offices of the backorder or delayed delivery status. Notification shall be made within twenty-four (24) hours of receipt of order. At that time, the schools or offices shall have the option to cancel the order and obtain similar products from another source.

41. Sales Reports

CONTRACTOR is responsible for submitting a summary sales report to the POC indicating the products ordered for all items they were awarded under this price list. The summary period may be from January 1, 2027 to June 30, 2027 (6-month period). The list shall provide a total for Oahu and a separate total for each neighbor islands of Hawaii, Maui and Kauai. The islands of Molokai and Lanai shall be grouped with the island of Maui. The definition of "ordered" includes items for which a purchase order was received, but delivery may not have occurred.

The report shall be compiled into an Excel spreadsheet and may be provided no later than July 31, 2027 via email to address patrick.oyadomari@k12.hi.us.

42. Product Substitutions

In the event the CONTRACTOR is unable to deliver items as ordered, the CONTRACTOR shall be responsible for obtaining prior approval from the schools or state offices to deliver an acceptable pre-approved substitute at the contract price. Delivery of substituted items shall be made in accordance with the terms and conditions of the Contract. In the event a CONTRACTOR consistently needs to substitute or refuses to substitute items, the STATE reserves the right to terminate the contract and initiate suspension and debarment procedures pursuant to Chapter 3-126, HAR.

43. Product Evaluation

Upon receipt of complaint, CONTRACTOR shall be notified of product quality. CONTRACTOR shall follow up with the manufacturer and respond to the POC as to what remedies have or will be taken to correct the problem. If product quality is not corrected and the complaint(s) persist, steps will be taken to delete product from the price list.

44. Vendor Evaluation

In the event of complaints regarding the CONTRACTOR's services (i.e. delivery delays, numerous out of stock, failure to notify manager of none delivery, etc.) the POC will notify the CONTRACTOR. Within one (1) week of notification, the CONTRACTOR shall take corrective measures to resolve the complaint, and inform the POC of action taken

45. Relief Available to STATE

In addition to all rights and remedies available to the STATE provided in this Contract or otherwise provided under law, if the CONTRACTOR is in non-compliance with contract requirements, the STATE may:

- 45.1. Suspend Payments – Temporarily withhold or disallow all or part of the billing cost and/or payments pending correction of a deficiency or a non-submission of a required deliverable by the CONTRACTOR;
- 45.2. Suspend Referrals – Suspend referrals to the CONTRACTOR should the CONTRACTOR fail to comply with any of the requirements or other term(s) or condition(s) of this Contract and, further, the STATE may maintain the suspension of referrals until such time as the deficiency or non-compliance is corrected and the CONTRACTOR's corrective actions are determined to be acceptable by the STATE; and
- 45.3. Seek Reimbursement – Seek reimbursement from the CONTRACTOR or withhold future payments for any funds paid to the CONTRACTOR subsequent to a determination that such was unauthorized, fraudulently obtained, or inappropriately billed.
- 45.4. Seek Market Value – In the event the CONTRACTOR fails, refuses or neglects to perform the services in accordance with the requirements of these Special Conditions, the Scope of Services or the General Conditions, the STATE reserves the right to purchase, in the open market, a corresponding quantity of the services specified herein and to deduct from any monies due or that may thereafter become due to the CONTRACTOR, the difference between the price named in the Contract and the actual cost to the STATE. In case any money due the CONTRACTOR is insufficient for said purpose, the CONTRACTOR shall pay the difference upon demand from the STATE. The STATE may also utilize all other remedies provided by law.

46. Confidentiality Obligations

While performing under this Contract, the CONTRACTOR may receive, be exposed to or acquire confidential information. Such information may include names, addresses, telephone numbers, birthdates, social security numbers, medical information, and other educational, student, or personal employment information. The information may be in written or oral form, fixed in hard copy or contained in a computer database or computer readable form. Hereinafter, such language shall be collectively referred to as "Confidential Information."

The CONTRACTOR, including its employees, agents, representatives, and assigns shall abide by the following with regards to Confidential Information: (i) They shall not disclose to any unauthorized party any Confidential Information, except as specifically permitted by the STATE and subject to the STATE's limitations on confidentiality of information and relevant legal requirements of the State to include, but not limited to the Family Educational Rights and Privacy Act ("FERPA"). Permission will be granted through a formal written agreement concerning the disclosure of personally identifiable information (PII) from student education records, signed by the STATE and the CONTRACTOR, and must be provided as an attachment to this Contract; (ii) They shall only permit access to Confidential Information to employees, agents, representatives, and assigns having a specific need to know in connection with performance under this Contract; and (iii) They shall advise each of their employees, agents, representatives, and assigns of their obligations to keep such Confidential Information confidential in compliance with all relevant state and federal laws.

CONTRACTOR, its employees, agents, representatives, or assigns shall ensure the security of the Confidential Information. The CONTRACTOR shall provide the STATE with a list of individuals (by name and position) who are authorized to handle the Confidential Information (hereinafter referred to as "Authorized Handlers"). Authorized Handlers shall ensure the security of the Confidential Information. Only Authorized Handlers shall have access to the Confidential Information, which will be kept on password protected computers with the hard copy documents kept in a locked file cabinet. CONTRACTOR shall ensure that procedures exist to prohibit access to the Confidential Information by anyone other than an Authorized Handler.

CONTRACTOR will be responsible for safeguarding the confidentiality of all Confidential Information it receives from the STATE and shall safeguard and protect such documents from unauthorized use,

handling, or viewing. CONTRACTOR shall be liable to the STATE and to any person whose records the CONTRACTOR receives custody of under this Contract for records protection for any unpermitted release, viewing, or loss of such records. CONTRACTOR shall assume liability responsibility for records protection and for the inappropriate or unlawful release of Confidential Information. CONTRACTOR shall return all documents containing Confidential Information upon completion of the services CONTRACTOR is contracted to provide under this Contract.

- 46.1. Prior Written Approval: CONTRACTOR may not i) share, ii) publish, or iii) distribute Confidential Information or any other data received under this Contract without the prior written approval of the STATE.
- 46.2. In the event of termination of this Contract, CONTRACTOR shall return to STATE all Confidential Information, including student information, received under this Contract and further agrees to destroy any and all copies of, or references to, any Confidential Information, including student information, shared by STATE as a result of this Contract. CONTRACTOR shall certify in writing that all such copies have been destroyed or returned to the STATE.

47. Exclusion of Specific Workers

The STATE reserves the right to require the CONTRACTOR to remove an employee, agent, subcontractor or volunteer (Worker) from performing work under this Contract. The Contract Administrator shall notify the CONTRACTOR in writing and this exclusion of a specific Worker(s) shall take effect as indicated on the notice. The CONTRACTOR may appeal this decision to the Contract Administrator, in writing within ten (10) working days of receipt of the notice. Removal of the Worker(s) shall remain in effect pending the outcome of the appeal. This provision shall not infringe upon the right of the CONTRACTOR to employ the removed individual, but shall apply to any work requiring interaction with the STATE, its employees or students.

48. Records Retention

Should the CONTRACTOR be aware of or be made aware of any dispute, disagreement, or request relating to the files, books, or records prior to their destruction, the CONTRACTOR shall retain the files, books, and records until said dispute, disagreement, or request has been fully resolved, including any potential lawsuits or appeals. Said files, books, and records may thereafter be destroyed upon obtaining the agreement of the STATE.

49. Federal Funds

The following serves to supplement provision 18 of the General Conditions, entitled "Federal Funds":

- 49.1. Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by [41 U.S.C. 1908](#), must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- 49.2. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- 49.3. Davis-Bacon Act, as amended ([40 U.S.C. 3141-3148](#)). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act ([40 U.S.C. 3141-3144](#), and [3146-3148](#)) as supplemented by Department of Labor regulations ([29 CFR Part 5](#), "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland

- “Anti-Kickback” Act ([40 U.S.C. 3145](#)), as supplemented by Department of Labor regulations ([29 CFR Part 3](#), “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- 49.4. Contract Work Hours and Safety Standards Act ([40 U.S.C. 3701-3708](#)). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with [40 U.S.C. 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#)). Under [40 U.S.C. 3702](#) of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of [40 U.S.C. 3704](#) are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- 49.5. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under [37 CFR § 401.2 \(a\)](#) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of [37 CFR Part 401](#), “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- 49.6. Clean Air Act ([42 U.S.C. 7401-7671q](#).) and the Federal Water Pollution Control Act ([33 U.S.C. 1251-1387](#)), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act ([42 U.S.C. 7401-7671q](#)) and the Federal Water Pollution Control Act as amended ([33 U.S.C. 1251-1387](#)). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 49.7. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see [2 CFR 180.220](#)) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than [Executive Order 12549](#).
- 49.8. Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#))—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by [31 U.S.C. 1352](#). Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award

PAYMENT

50. Invoicing

Upon delivery of items, CONTRACTOR shall forward an original and one (1) copy of invoice(s) directly to the individual location designated on the purchase order. CONTRACTOR's invoices shall include price list number, and product descriptions exactly as stated in this IFB.

51. Payment

HRS § 103-10, provides that the STATE shall have thirty (30) calendar days to make payment after receipt of the invoice or satisfactory delivery of the goods or satisfactory performance of the services. For this reason, the STATE may reject any bid submitted with a condition requiring payment within a shorter period. Further, the STATE may reject any bid submitted with a condition requiring any interest payments greater than that allowed by HRS § 103-10, as amended.

The STATE will not recognize any requirement established by the CONTRACTOR and communicated to the STATE after award of the Contract, which requires payment within a shorter period or any interest payment not in conformance with statute.

The **final payment** under the Contract shall be for services performed and/or goods delivered during the billing period just prior to the Contract anniversary date.

In addition to the requirements set forth in the General Conditions, the following shall accompany the final payment invoice:

- 51.1. A valid (not over 2 months old) and **original Tax Clearance Certificate (TCC)** must accompany the final payment invoice. In accordance with HRS § 103-53, all CONTRACTORS must provide a TCC from the State of Hawaii Department of Taxation and the U.S. Internal Revenue Service as a prerequisite to receipt of final payment.
- 51.2. The *Certification of Compliance for Final Payment* (DOE Form-22) with an original signature of an authorized representative of the CONTRACTOR.
- 51.3. In lieu of the above, the CONTRACTOR may submit an original *Certificate of Vendor Compliance* as issued via the online system, also referred to as "Hawaii Compliance Express". Details regarding this online application process may be viewed at: <http://vendors.ehawaii.gov/hce/>.

APPROVALS

52. State of Hawaii's General Conditions

The Special Conditions shall serve to supplement the General Conditions; both documents remain part of the Contract with full force and effect. In the case of a conflict between the General Conditions and Special Conditions, the Special Conditions shall control to the extent necessary to resolve the conflict.

53. Approvals

Any agreement arising out of this offer may be subject to the approval of the Department of the Attorney General as to form, and if applicable, is subject to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order, or other directive.

Offeror: _____

EXHIBIT A

OFFEROR INFORMATION

Offeror shall provide the Exhibit A, including attachments if applicable, within three (3) working days from STATE's request.

A. Authorized Distributor or Reseller

At the time of bidding, Offeror shall be an authorized distributor or reseller of school and library furniture with at least five (5) years of previous experience in that capacity. As evidence of this, Offeror may be requested to provide documentation from the manufacturer which verifies Offeror's status as an authorized distributor or reseller.

Official Documentation Attached ☐ Yes

Number of Years' Experience _____

B. Office Location

Offeror shall have an office on the island of Oahu from where business is conducted and from where the company is accessible to telephone calls for complaints or requests that need immediate attention. An answering service is not acceptable.

Address 1 _____

Address 2 _____

C. Personnel

Offeror shall designate at least one (1) employee as the point of contact (POC) for this Contract. This individual shall be based in the State of Hawaii and available during regular business hours, 7:45 a.m. to 4:30 p.m. HST, Monday through Friday excluding holidays, and shall be capable of answering questions, resolving problems, and providing sales, ordering, and follow-up assistance.

POC Based in the State of Hawaii ☐ Yes

POC Name _____

POC Telephone Number _____

POC Cell Number _____

POC Fax Number _____

POC Email Address _____

GENERAL CONDITIONS

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GENERAL CONDITIONS

1. Coordination of Services by the STATE. The head of the purchasing agency ("HOPA") (which term includes the designee of the HOPA) shall coordinate the services to be provided by the CONTRACTOR in order to complete the performance required in the Contract. The CONTRACTOR shall maintain communications with HOPA at all stages of the CONTRACTOR'S work, and submit to HOPA for resolution any questions which may arise as to the performance of this Contract. "Purchasing agency" as used in these General Conditions means and includes any governmental body which is authorized under chapter 103D, HRS, or its implementing rules and procedures, or by way of delegation, to enter into contracts for the procurement of goods or services or both.
2. Relationship of Parties: Independent Contractor Status and Responsibilities, Including Tax Responsibilities.
 - a. In the performance of services required under this Contract, the CONTRACTOR is an "independent contractor," with the authority and responsibility to control and direct the performance and details of the work and services required under this Contract; however, the STATE shall have a general right to inspect work in progress to determine whether, in the STATE'S opinion, the services are being performed by the CONTRACTOR in compliance with this Contract. Unless otherwise provided by special condition, it is understood that the STATE does not agree to use the CONTRACTOR exclusively, and that the CONTRACTOR is free to contract to provide services to other individuals or entities while under contract with the STATE.
 - b. The CONTRACTOR and the CONTRACTOR'S employees and agents are not by reason of this Contract, agents or employees of the State for any purpose, and the CONTRACTOR and the CONTRACTOR'S employees and agents shall not be entitled to claim or receive from the State any vacation, sick leave, retirement, workers' compensation, unemployment insurance, or other benefits provided to state employees.
 - c. The CONTRACTOR shall be responsible for the accuracy, completeness, and adequacy of the CONTRACTOR'S performance under this Contract. Furthermore, the CONTRACTOR intentionally, voluntarily, and knowingly assumes the sole and entire liability to the CONTRACTOR'S employees and agents, and to any individual not a party to this Contract, for all loss, damage, or injury caused by the CONTRACTOR, or the CONTRACTOR'S employees or agents in the course of their employment.
 - d. The CONTRACTOR shall be responsible for payment of all applicable federal, state, and county taxes and fees which may become due and owing by the CONTRACTOR by reason of this Contract, including but not limited to (i) income taxes, (ii) employment related fees, assessments, and taxes, and (iii) general excise taxes. The CONTRACTOR also is responsible for obtaining all licenses, permits, and certificates that may be required in order to perform this Contract.
 - e. The CONTRACTOR shall obtain a general excise tax license from the Department of Taxation, State of Hawaii, in accordance with section 237-9, HRS, and shall comply with all requirements thereof. The CONTRACTOR shall obtain a tax clearance certificate from the Director of Taxation, State of Hawaii, and the Internal Revenue Service, U.S. Department of the Treasury, showing that all delinquent taxes, if any, levied or accrued under state law and the Internal Revenue Code of 1986, as amended, against the CONTRACTOR have been paid and submit the same to the STATE prior to commencing any performance under this Contract. The CONTRACTOR shall also be solely responsible for meeting all requirements necessary to obtain the tax clearance certificate required for final payment under sections 103-53 and 103D-328, HRS, and paragraph 17 of these General Conditions.
 - f. The CONTRACTOR is responsible for securing all employee-related insurance coverage for the CONTRACTOR and the CONTRACTOR'S employees and agents that is or may be required by law, and for payment of all premiums, costs, and other liabilities associated with securing the insurance coverage.

- g. The CONTRACTOR shall obtain a certificate of compliance issued by the Department of Labor and Industrial Relations, State of Hawaii, in accordance with section 103D-310, HRS, and section 3-122-112, HAR, that is current within six months of the date of issuance.
- h. The CONTRACTOR shall obtain a certificate of good standing issued by the Department of Commerce and Consumer Affairs, State of Hawaii, in accordance with section 103D-310, HRS, and section 3-122-112, HAR, that is current within six months of the date of issuance.
- i. In lieu of the above certificates from the Department of Taxation, Labor and Industrial Relations, and Commerce and Consumer Affairs, the CONTRACTOR may submit proof of compliance through the State Procurement Office's designated certification process.

3. Personnel Requirements.

- a. The CONTRACTOR shall secure, at the CONTRACTOR'S own expense, all personnel required to perform this Contract.
- b. The CONTRACTOR shall ensure that the CONTRACTOR'S employees or agents are experienced and fully qualified to engage in the activities and perform the services required under this Contract, and that all applicable licensing and operating requirements imposed or required under federal, state, or county law, and all applicable accreditation and other standards of quality generally accepted in the field of the activities of such employees and agents are complied with and satisfied.

4. Nondiscrimination. No person performing work under this Contract, including any subcontractor, employee, or agent of the CONTRACTOR, shall engage in any discrimination that is prohibited by any applicable federal, state, or county law.

5. Conflicts of Interest. The CONTRACTOR represents that neither the CONTRACTOR, nor any employee or agent of the CONTRACTOR, presently has any interest, and promises that no such interest, direct or indirect, shall be acquired, that would or might conflict in any manner or degree with the CONTRACTOR'S performance under this Contract.

6. Subcontracts and Assignments. The CONTRACTOR shall not assign or subcontract any of the CONTRACTOR'S duties, obligations, or interests under this Contract and no such assignment or subcontract shall be effective unless (i) the CONTRACTOR obtains the prior written consent of the STATE, and (ii) the CONTRACTOR'S assignee or subcontractor submits to the STATE a tax clearance certificate from the Director of Taxation, State of Hawaii, and the Internal Revenue Service, U.S. Department of Treasury, showing that all delinquent taxes, if any, levied or accrued under state law and the Internal Revenue Code of 1986, as amended, against the CONTRACTOR'S assignee or subcontractor have been paid. Additionally, no assignment by the CONTRACTOR of the CONTRACTOR'S right to compensation under this Contract shall be effective unless and until the assignment is approved by the Comptroller of the State of Hawaii, as provided in section 40-58, HRS.

- a. Recognition of a successor in interest. When in the best interest of the State, a successor in interest may be recognized in an assignment contract in which the STATE, the CONTRACTOR and the assignee or transferee (hereinafter referred to as the "Assignee") agree that:

- (1) The Assignee assumes all of the CONTRACTOR'S obligations;
- (2) The CONTRACTOR remains liable for all obligations under this Contract but waives all rights under this Contract as against the STATE; and
- (3) The CONTRACTOR shall continue to furnish, and the Assignee shall also furnish, all required bonds.

- b. Change of name. When the CONTRACTOR asks to change the name in which it holds this Contract with the STATE, the procurement officer of the purchasing agency (hereinafter referred to as the "Agency procurement officer") shall, upon receipt of a document acceptable or satisfactory to the

Agency procurement officer indicating such change of name (for example, an amendment to the CONTRACTOR'S articles of incorporation), enter into an amendment to this Contract with the CONTRACTOR to effect such a change of name. The amendment to this Contract changing the CONTRACTOR'S name shall specifically indicate that no other terms and conditions of this Contract are thereby changed.

- c. Reports. All assignment contracts and amendments to this Contract effecting changes of the CONTRACTOR'S name or novations hereunder shall be reported to the chief procurement officer (CPO) as defined in section 103D-203(a), HRS, within thirty days of the date that the assignment contract or amendment becomes effective.
 - d. Actions affecting more than one purchasing agency. Notwithstanding the provisions of subparagraphs 6a through 6c herein, when the CONTRACTOR holds contracts with more than one purchasing agency of the State, the assignment contracts and the novation and change of name amendments herein authorized shall be processed only through the CPO's office.
- 7. Indemnification and Defense. The CONTRACTOR shall defend, indemnify, and hold harmless the State of Hawaii, the contracting agency, and their officers, employees, and agents from and against all liability, loss, damage, cost, and expense, including all attorneys' fees, and all claims, suits, and demands therefore, arising out of or resulting from the acts or omissions of the CONTRACTOR or the CONTRACTOR'S employees, officers, agents, or subcontractors under this Contract. The provisions of this paragraph shall remain in full force and effect notwithstanding the expiration or early termination of this Contract.
 - 8. Cost of Litigation. In case the STATE shall, without any fault on its part, be made a party to any litigation commenced by or against the CONTRACTOR in connection with this Contract, the CONTRACTOR shall pay all costs and expenses incurred by or imposed on the STATE, including attorneys' fees.
 - 9. Liquidated Damages. When the CONTRACTOR is given notice of delay or nonperformance as specified in paragraph 13 (Termination for Default) and fails to cure in the time specified, it is agreed the CONTRACTOR shall pay to the STATE the amount, if any, set forth in this Contract per calendar day from the date set for cure until either (i) the STATE reasonably obtains similar goods or services, or both, if the CONTRACTOR is terminated for default, or (ii) until the CONTRACTOR provides the goods or services, or both, if the CONTRACTOR is not terminated for default. To the extent that the CONTRACTOR'S delay or nonperformance is excused under paragraph 13d (Excuse for Nonperformance or Delay Performance), liquidated damages shall not be assessable against the CONTRACTOR. The CONTRACTOR remains liable for damages caused other than by delay.
 - 10. STATE'S Right of Offset. The STATE may offset against any monies or other obligations the STATE owes to the CONTRACTOR under this Contract, any amounts owed to the State of Hawaii by the CONTRACTOR under this Contract or any other contracts, or pursuant to any law or other obligation owed to the State of Hawaii by the CONTRACTOR, including, without limitation, the payment of any taxes or levies of any kind or nature. The STATE will notify the CONTRACTOR in writing of any offset and the nature of such offset. For purposes of this paragraph, amounts owed to the State of Hawaii shall not include debts or obligations which have been liquidated, agreed to by the CONTRACTOR, and are covered by an installment payment or other settlement plan approved by the State of Hawaii, provided, however, that the CONTRACTOR shall be entitled to such exclusion only to the extent that the CONTRACTOR is current with, and not delinquent on, any payments or obligations owed to the State of Hawaii under such payment or other settlement plan.
 - 11. Disputes. Disputes shall be resolved in accordance with section 103D-703, HRS, and chapter 3-126, Hawaii Administrative Rules ("HAR"), as the same may be amended from time to time.
 - 12. Suspension of Contract. The STATE reserves the right at any time and for any reason to suspend this Contract for any reasonable period, upon written notice to the CONTRACTOR in accordance with the provisions herein.
 - a. Order to stop performance. The Agency procurement officer may, by written order to the CONTRACTOR, at any time, and without notice to any surety, require the CONTRACTOR to stop all or any part of the performance called for by this Contract. This order shall be for a specified

period not exceeding sixty (60) days after the order is delivered to the CONTRACTOR, unless the parties agree to any further period. Any such order shall be identified specifically as a stop performance order issued pursuant to this section. Stop performance orders shall include, as appropriate: (1) A clear description of the work to be suspended; (2) Instructions as to the issuance of further orders by the CONTRACTOR for material or services; (3) Guidance as to action to be taken on subcontracts; and (4) Other instructions and suggestions to the CONTRACTOR for minimizing costs. Upon receipt of such an order, the CONTRACTOR shall forthwith comply with its terms and suspend all performance under this Contract at the time stated, provided, however, the CONTRACTOR shall take all reasonable steps to minimize the occurrence of costs allocable to the performance covered by the order during the period of performance stoppage. Before the stop performance order expires, or within any further period to which the parties shall have agreed, the Agency procurement officer shall either:

- (1) Cancel the stop performance order; or
- (2) Terminate the performance covered by such order as provided in the termination for default provision or the termination for convenience provision of this Contract.

b. Cancellation or expiration of the order. If a stop performance order issued under this section is cancelled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, the CONTRACTOR shall have the right to resume performance. An appropriate adjustment shall be made in the delivery schedule or contract price, or both, and the Contract shall be modified in writing accordingly, if:

- (1) The stop performance order results in an increase in the time required for, or in the CONTRACTOR'S cost properly allocable to, the performance of any part of this Contract; and
- (2) The CONTRACTOR asserts a claim for such an adjustment within thirty (30) days after the end of the period of performance stoppage; provided that, if the Agency procurement officer decides that the facts justify such action, any such claim asserted may be received and acted upon at any time prior to final payment under this Contract.

c. Termination of stopped performance. If a stop performance order is not cancelled and the performance covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop performance order shall be allowable by adjustment or otherwise.

d. Adjustment of price. Any adjustment in contract price made pursuant to this paragraph shall be determined in accordance with the price adjustment provision of this Contract.

13. Termination for Default.

a. Default. If the CONTRACTOR refuses or fails to perform any of the provisions of this Contract with such diligence as will ensure its completion within the time specified in this Contract, or any extension thereof, otherwise fails to timely satisfy the Contract provisions, or commits any other substantial breach of this Contract, the Agency procurement officer may notify the CONTRACTOR in writing of the delay or non-performance and if not cured in ten (10) days or any longer time specified in writing by the Agency procurement officer, such officer may terminate the CONTRACTOR'S right to proceed with the Contract or such part of the Contract as to which there has been delay or a failure to properly perform. In the event of termination in whole or in part, the Agency procurement officer may procure similar goods or services in a manner and upon the terms deemed appropriate by the Agency procurement officer. The CONTRACTOR shall continue performance of the Contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.

b. CONTRACTOR'S duties. Notwithstanding termination of the Contract and subject to any directions from the Agency procurement officer, the CONTRACTOR shall take timely, reasonable, and

necessary action to protect and preserve property in the possession of the CONTRACTOR in which the STATE has an interest.

- c. Compensation. Payment for completed goods and services delivered and accepted by the STATE shall be at the price set forth in the Contract. Payment for the protection and preservation of property shall be in an amount agreed upon by the CONTRACTOR and the Agency procurement officer. If the parties fail to agree, the Agency procurement officer shall set an amount subject to the CONTRACTOR'S rights under chapter 3-126, HAR. The STATE may withhold from amounts due the CONTRACTOR such sums as the Agency procurement officer deems to be necessary to protect the STATE against loss because of outstanding liens or claims and to reimburse the STATE for the excess costs expected to be incurred by the STATE in procuring similar goods and services.
- d. Excuse for nonperformance or delayed performance. The CONTRACTOR shall not be in default by reason of any failure in performance of this Contract in accordance with its terms, including any failure by the CONTRACTOR to make progress in the prosecution of the performance hereunder which endangers such performance, if the CONTRACTOR has notified the Agency procurement officer within fifteen (15) days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of a public enemy; acts of the State and any other governmental body in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the CONTRACTOR shall not be deemed to be in default, unless the goods and services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit the CONTRACTOR to meet the requirements of the Contract. Upon request of the CONTRACTOR, the Agency procurement officer shall ascertain the facts and extent of such failure, and, if such officer determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, the CONTRACTOR'S progress and performance would have met the terms of the Contract, the delivery schedule shall be revised accordingly, subject to the rights of the STATE under this Contract. As used in this paragraph, the term "subcontractor" means subcontractor at any tier.
- e. Erroneous termination for default. If, after notice of termination of the CONTRACTOR'S right to proceed under this paragraph, it is determined for any reason that the CONTRACTOR was not in default under this paragraph, or that the delay was excusable under the provisions of subparagraph 13d, "Excuse for nonperformance or delayed performance," the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to paragraph 14.
- f. Additional rights and remedies. The rights and remedies provided in this paragraph are in addition to any other rights and remedies provided by law or under this Contract.

14. Termination for Convenience.

- a. Termination. The Agency procurement officer may, when the interests of the STATE so require, terminate this Contract in whole or in part, for the convenience of the STATE. The Agency procurement officer shall give written notice of the termination to the CONTRACTOR specifying the part of the Contract terminated and when termination becomes effective.
- b. CONTRACTOR'S obligations. The CONTRACTOR shall incur no further obligations in connection with the terminated performance and on the date(s) set in the notice of termination the CONTRACTOR will stop performance to the extent specified. The CONTRACTOR shall also terminate outstanding orders and subcontracts as they relate to the terminated performance. The CONTRACTOR shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated performance subject to the STATE'S approval. The Agency procurement officer may direct the CONTRACTOR to assign the CONTRACTOR'S right, title, and interest under terminated orders or subcontracts to the STATE. The CONTRACTOR must still complete the performance not terminated by the notice of termination and may incur obligations as necessary to do so.

- c. Right to goods and work product. The Agency procurement officer may require the CONTRACTOR to transfer title and deliver to the STATE in the manner and to the extent directed by the Agency procurement officer:

- (1) Any completed goods or work product; and
- (2) The partially completed goods and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (hereinafter called "manufacturing material") as the CONTRACTOR has specifically produced or specially acquired for the performance of the terminated part of this Contract.

The CONTRACTOR shall, upon direction of the Agency procurement officer, protect and preserve property in the possession of the CONTRACTOR in which the STATE has an interest. If the Agency procurement officer does not exercise this right, the CONTRACTOR shall use best efforts to sell such goods and manufacturing materials. Use of this paragraph in no way implies that the STATE has breached the Contract by exercise of the termination for convenience provision.

- d. Compensation.

- (1) The CONTRACTOR shall submit a termination claim specifying the amounts due because of the termination for convenience together with the cost or pricing data, submitted to the extent required by chapter 3-122, HAR, bearing on such claim. If the CONTRACTOR fails to file a termination claim within one year from the effective date of termination, the Agency procurement officer may pay the CONTRACTOR, if at all, an amount set in accordance with subparagraph 14d(3) below.
- (2) The Agency procurement officer and the CONTRACTOR may agree to a settlement provided the CONTRACTOR has filed a termination claim supported by cost or pricing data submitted as required and that the settlement does not exceed the total Contract price plus settlement costs reduced by payments previously made by the STATE, the proceeds of any sales of goods and manufacturing materials under subparagraph 14c, and the Contract price of the performance not terminated.
- (3) Absent complete agreement under subparagraph 14d(2) the Agency procurement officer shall pay the CONTRACTOR the following amounts, provided payments agreed to under subparagraph 14d(2) shall not duplicate payments under this subparagraph for the following:
 - (A) Contract prices for goods or services accepted under the Contract;
 - (B) Costs incurred in preparing to perform and performing the terminated portion of the performance plus a fair and reasonable profit on such portion of the performance, such profit shall not include anticipatory profit or consequential damages, less amounts paid or to be paid for accepted goods or services; provided, however, that if it appears that the CONTRACTOR would have sustained a loss if the entire Contract would have been completed, no profit shall be allowed or included and the amount of compensation shall be reduced to reflect the anticipated rate of loss;
 - (C) Costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to subparagraph 14b. These costs must not include costs paid in accordance with subparagraph 14d(3)(B);
 - (D) The reasonable settlement costs of the CONTRACTOR, including accounting, legal, clerical, and other expenses reasonably necessary for the preparation of settlement claims and supporting data with respect to the terminated portion of the Contract and for the termination of subcontracts thereunder, together with reasonable storage, transportation, and other costs incurred in connection with the protection or disposition of property allocable to the terminated portion of this Contract. The total sum to be paid the CONTRACTOR under this subparagraph shall not exceed the

total Contract price plus the reasonable settlement costs of the CONTRACTOR reduced by the amount of payments otherwise made, the proceeds of any sales of supplies and manufacturing materials under subparagraph 14d(2), and the contract price of performance not terminated.

- (4) Costs claimed, agreed to, or established under subparagraphs 14d(2) and 14d(3) shall be in accordance with Chapter 3-123 (Cost Principles) of the Procurement Rules.

15. Claims Based on the Agency Procurement Officer's Actions or Omissions.

- a. Changes in scope. If any action or omission on the part of the Agency procurement officer (which term includes the designee of such officer for purposes of this paragraph 15) requiring performance changes within the scope of the Contract constitutes the basis for a claim by the CONTRACTOR for additional compensation, damages, or an extension of time for completion, the CONTRACTOR shall continue with performance of the Contract in compliance with the directions or orders of such officials, but by so doing, the CONTRACTOR shall not be deemed to have prejudiced any claim for additional compensation, damages, or an extension of time for completion; provided:

- (1) Written notice required. The CONTRACTOR shall give written notice to the Agency procurement officer:

- (A) Prior to the commencement of the performance involved, if at that time the CONTRACTOR knows of the occurrence of such action or omission;
- (B) Within thirty (30) days after the CONTRACTOR knows of the occurrence of such action or omission, if the CONTRACTOR did not have such knowledge prior to the commencement of the performance; or
- (C) Within such further time as may be allowed by the Agency procurement officer in writing.

- (2) Notice content. This notice shall state that the CONTRACTOR regards the act or omission as a reason which may entitle the CONTRACTOR to additional compensation, damages, or an extension of time. The Agency procurement officer, upon receipt of such notice, may rescind such action, remedy such omission, or take such other steps as may be deemed advisable in the discretion of the Agency procurement officer;

- (3) Basis must be explained. The notice required by subparagraph 15a(1) describes as clearly as practicable at the time the reasons why the CONTRACTOR believes that additional compensation, damages, or an extension of time may be remedies to which the CONTRACTOR is entitled; and

- (4) Claim must be justified. The CONTRACTOR must maintain and, upon request, make available to the Agency procurement officer within a reasonable time, detailed records to the extent practicable, and other documentation and evidence satisfactory to the STATE, justifying the claimed additional costs or an extension of time in connection with such changes.

- b. CONTRACTOR not excused. Nothing herein contained, however, shall excuse the CONTRACTOR from compliance with any rules or laws precluding any state officers and CONTRACTOR from acting in collusion or bad faith in issuing or performing change orders which are clearly not within the scope of the Contract.

- c. Price adjustment. Any adjustment in the price made pursuant to this paragraph shall be determined in accordance with the price adjustment provision of this Contract.

16. Costs and Expenses. Any reimbursement due the CONTRACTOR for per diem and transportation expenses under this Contract shall be subject to chapter 3-123 (Cost Principles), HAR, and the following guidelines:

- a. Reimbursement for air transportation shall be for actual cost or coach class air fare, whichever is less.
- b. Reimbursement for ground transportation costs shall not exceed the actual cost of renting an intermediate-sized vehicle.
- c. Unless prior written approval of the HOPA is obtained, reimbursement for subsistence allowance (i.e., hotel and meals, etc.) shall not exceed the applicable daily authorized rates for inter-island or out-of-state travel that are set forth in the current Governor's Executive Order authorizing adjustments in salaries and benefits for state officers and employees in the executive branch who are excluded from collective bargaining coverage.

17. Payment Procedures; Final Payment; Tax Clearance.

- a. Original invoices required. All payments under this Contract shall be made only upon submission by the CONTRACTOR of original invoices specifying the amount due and certifying that services requested under the Contract have been performed by the CONTRACTOR according to the Contract.
- b. Subject to available funds. Such payments are subject to availability of funds and allotment by the Director of Finance in accordance with chapter 37, HRS. Further, all payments shall be made in accordance with and subject to chapter 40, HRS.
- c. Prompt payment.
 - (1) Any money, other than retainage, paid to the CONTRACTOR shall be disbursed to subcontractors within ten (10) days after receipt of the money in accordance with the terms of the subcontract; provided that the subcontractor has met all the terms and conditions of the subcontract and there are no bona fide disputes; and
 - (2) Upon final payment to the CONTRACTOR, full payment to the subcontractor, including retainage, shall be made within ten (10) days after receipt of the money; provided that there are no bona fide disputes over the subcontractor's performance under the subcontract.
- d. Final payment. Final payment under this Contract shall be subject to sections 103-53 and 103D-328, HRS, which require a tax clearance from the Director of Taxation, State of Hawaii, and the Internal Revenue Service, U.S. Department of Treasury, showing that all delinquent taxes, if any, levied or accrued under state law and the Internal Revenue Code of 1986, as amended, against the CONTRACTOR have been paid. Further, in accordance with section 3-122-112, HAR, CONTRACTOR shall provide a certificate affirming that the CONTRACTOR has remained in compliance with all applicable laws as required by this section.

18. Federal Funds. If this Contract is payable in whole or in part from federal funds, CONTRACTOR agrees that, as to the portion of the compensation under this Contract to be payable from federal funds, the CONTRACTOR shall be paid only from such funds received from the federal government, and shall not be paid from any other funds. Failure of the STATE to receive anticipated federal funds shall not be considered a breach by the STATE or an excuse for nonperformance by the CONTRACTOR.

19. Modifications of Contract.

- a. In writing. Any modification, alteration, amendment, change, or extension of any term, provision, or condition of this Contract permitted by this Contract shall be made by written amendment to this Contract, signed by the CONTRACTOR and the STATE, provided that change orders shall be made in accordance with paragraph 20 herein.
- b. No oral modification. No oral modification, alteration, amendment, change, or extension of any term, provision, or condition of this Contract shall be permitted.

- c. Agency procurement officer. By written order, at any time, and without notice to any surety, the Agency procurement officer may unilaterally order of the CONTRACTOR:
 - (A) Changes in the work within the scope of the Contract; and
 - (B) Changes in the time of performance of the Contract that do not alter the scope of the Contract work.
 - d. Adjustments of price or time for performance. If any modification increases or decreases the CONTRACTOR'S cost of, or the time required for, performance of any part of the work under this Contract, an adjustment shall be made and this Contract modified in writing accordingly. Any adjustment in contract price made pursuant to this clause shall be determined, where applicable, in accordance with the price adjustment clause of this Contract or as negotiated.
 - e. Claim barred after final payment. No claim by the CONTRACTOR for an adjustment hereunder shall be allowed if written modification of the Contract is not made prior to final payment under this Contract.
 - f. Claims not barred. In the absence of a written contract modification, nothing in this clause shall be deemed to restrict the CONTRACTOR'S right to pursue a claim under this Contract or for a breach of contract.
 - g. Head of the purchasing agency approval. If this is a professional services contract awarded pursuant to section 103D-303 or 103D-304, HRS, any modification, alteration, amendment, change, or extension of any term, provision, or condition of this Contract which increases the amount payable to the CONTRACTOR by at least \$25,000.00 and ten per cent (10%) or more of the initial contract price, must receive the prior approval of the head of the purchasing agency.
 - h. Tax clearance. The STATE may, at its discretion, require the CONTRACTOR to submit to the STATE, prior to the STATE'S approval of any modification, alteration, amendment, change, or extension of any term, provision, or condition of this Contract, a tax clearance from the Director of Taxation, State of Hawaii, and the Internal Revenue Service, U.S. Department of Treasury, showing that all delinquent taxes, if any, levied or accrued under state law and the Internal Revenue Code of 1986, as amended, against the CONTRACTOR have been paid.
 - i. Sole source contracts. Amendments to sole source contracts that would change the original scope of the Contract may only be made with the approval of the CPO. Annual renewal of a sole source contract for services should not be submitted as an amendment.
20. Change Order. The Agency procurement officer may, by a written order signed only by the STATE, at any time, and without notice to any surety, and subject to all appropriate adjustments, make changes within the general scope of this Contract in any one or more of the following:
- (1) Drawings, designs, or specifications, if the goods or services to be furnished are to be specially provided to the STATE in accordance therewith;
 - (2) Method of delivery; or
 - (3) Place of delivery.
- a. Adjustments of price or time for performance. If any change order increases or decreases the CONTRACTOR'S cost of, or the time required for, performance of any part of the work under this Contract, whether or not changed by the order, an adjustment shall be made and the Contract modified in writing accordingly. Any adjustment in the Contract price made pursuant to this provision shall be determined in accordance with the price adjustment provision of this Contract. Failure of the parties to agree to an adjustment shall not excuse the CONTRACTOR from proceeding with the Contract as changed, provided that the Agency procurement officer promptly and duly makes the provisional adjustments in payment or time for performance as may be reasonable. By

proceeding with the work, the CONTRACTOR shall not be deemed to have prejudiced any claim for additional compensation, or any extension of time for completion.

- b. Time period for claim. Within ten (10) days after receipt of a written change order under subparagraph 20a, unless the period is extended by the Agency procurement officer in writing, the CONTRACTOR shall respond with a claim for an adjustment. The requirement for a timely written response by CONTRACTOR cannot be waived and shall be a condition precedent to the assertion of a claim.
- c. Claim barred after final payment. No claim by the CONTRACTOR for an adjustment hereunder shall be allowed if a written response is not given prior to final payment under this Contract.
- d. Other claims not barred. In the absence of a change order, nothing in this paragraph 20 shall be deemed to restrict the CONTRACTOR'S right to pursue a claim under the Contract or for breach of contract.

21. Price Adjustment.

- a. Price adjustment. Any adjustment in the contract price pursuant to a provision in this Contract shall be made in one or more of the following ways:
 - (1) By agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
 - (2) By unit prices specified in the Contract or subsequently agreed upon;
 - (3) By the costs attributable to the event or situation covered by the provision, plus appropriate profit or fee, all as specified in the Contract or subsequently agreed upon;
 - (4) In such other manner as the parties may mutually agree; or
 - (5) In the absence of agreement between the parties, by a unilateral determination by the Agency procurement officer of the costs attributable to the event or situation covered by the provision, plus appropriate profit or fee, all as computed by the Agency procurement officer in accordance with generally accepted accounting principles and applicable sections of chapters 3-123 and 3-126, HAR.
- b. Submission of cost or pricing data. The CONTRACTOR shall provide cost or pricing data for any price adjustments subject to the provisions of chapter 3-122, HAR.

22. Variation in Quantity for Definite Quantity Contracts. Upon the agreement of the STATE and the CONTRACTOR, the quantity of goods or services, or both, if a definite quantity is specified in this Contract, may be increased by a maximum of ten per cent (10%); provided the unit prices will remain the same except for any price adjustments otherwise applicable; and the Agency procurement officer makes a written determination that such an increase will either be more economical than awarding another contract or that it would not be practical to award another contract.

23. Changes in Cost-Reimbursement Contract. If this Contract is a cost-reimbursement contract, the following provisions shall apply:

- a. The Agency procurement officer may at any time by written order, and without notice to the sureties, if any, make changes within the general scope of the Contract in any one or more of the following:
 - (1) Description of performance (Attachment 1);
 - (2) Time of performance (i.e., hours of the day, days of the week, etc.);
 - (3) Place of performance of services;

- (4) Drawings, designs, or specifications when the supplies to be furnished are to be specially manufactured for the STATE in accordance with the drawings, designs, or specifications;
 - (5) Method of shipment or packing of supplies; or
 - (6) Place of delivery.
 - b. If any change causes an increase or decrease in the estimated cost of, or the time required for performance of, any part of the performance under this Contract, whether or not changed by the order, or otherwise affects any other terms and conditions of this Contract, the Agency procurement officer shall make an equitable adjustment in the (1) estimated cost, delivery or completion schedule, or both; (2) amount of any fixed fee; and (3) other affected terms and shall modify the Contract accordingly.
 - c. The CONTRACTOR must assert the CONTRACTOR'S rights to an adjustment under this provision within thirty (30) days from the day of receipt of the written order. However, if the Agency procurement officer decides that the facts justify it, the Agency procurement officer may receive and act upon a proposal submitted before final payment under the Contract.
 - d. Failure to agree to any adjustment shall be a dispute under paragraph 11 of this Contract. However, nothing in this provision shall excuse the CONTRACTOR from proceeding with the Contract as changed.
 - e. Notwithstanding the terms and conditions of subparagraphs 23a and 23b, the estimated cost of this Contract and, if this Contract is incrementally funded, the funds allotted for the performance of this Contract, shall not be increased or considered to be increased except by specific written modification of the Contract indicating the new contract estimated cost and, if this contract is incrementally funded, the new amount allotted to the contract.
24. Confidentiality of Material.
- a. All material given to or made available to the CONTRACTOR by virtue of this Contract, which is identified as proprietary or confidential information, will be safeguarded by the CONTRACTOR and shall not be disclosed to any individual or organization without the prior written approval of the STATE.
 - b. All information, data, or other material provided by the CONTRACTOR to the STATE shall be subject to the Uniform Information Practices Act, chapter 92F, HRS.
25. Publicity. The CONTRACTOR shall not refer to the STATE, or any office, agency, or officer thereof, or any state employee, including the HOPA, the CPO, the Agency procurement officer, or to the services or goods, or both, provided under this Contract, in any of the CONTRACTOR'S brochures, advertisements, or other publicity of the CONTRACTOR. All media contacts with the CONTRACTOR about the subject matter of this Contract shall be referred to the Agency procurement officer.
26. Ownership Rights and Copyright. The STATE shall have complete ownership of all material, both finished and unfinished, which is developed, prepared, assembled, or conceived by the CONTRACTOR pursuant to this Contract, and all such material shall be considered "works made for hire." All such material shall be delivered to the STATE upon expiration or termination of this Contract. The STATE, in its sole discretion, shall have the exclusive right to copyright any product, concept, or material developed, prepared, assembled, or conceived by the CONTRACTOR pursuant to this Contract.
27. Liens and Warranties. Goods provided under this Contract shall be provided free of all liens and provided together with all applicable warranties, or with the warranties described in the Contract documents, whichever are greater.

28. Audit of Books and Records of the CONTRACTOR. The STATE may, at reasonable times and places, audit the books and records of the CONTRACTOR, prospective contractor, subcontractor, or prospective subcontractor which are related to:
- a. The cost or pricing data, and
 - b. A state contract, including subcontracts, other than a firm fixed-price contract.
29. Cost or Pricing Data. Cost or pricing data must be submitted to the Agency procurement officer and timely certified as accurate for contracts over \$100,000 unless the contract is for a multiple-term or as otherwise specified by the Agency procurement officer. Unless otherwise required by the Agency procurement officer, cost or pricing data submission is not required for contracts awarded pursuant to competitive sealed bid procedures.
- If certified cost or pricing data are subsequently found to have been inaccurate, incomplete, or noncurrent as of the date stated in the certificate, the STATE is entitled to an adjustment of the contract price, including profit or fee, to exclude any significant sum by which the price, including profit or fee, was increased because of the defective data. It is presumed that overstated cost or pricing data increased the contract price in the amount of the defect plus related overhead and profit or fee. Therefore, unless there is a clear indication that the defective data was not used or relied upon, the price will be reduced in such amount.
30. Audit of Cost or Pricing Data. When cost or pricing principles are applicable, the STATE may require an audit of cost or pricing data.
31. Records Retention.
- (1) Upon any termination of this Contract or as otherwise required by applicable law, CONTRACTOR shall, pursuant to chapter 487R, HRS, destroy all copies (paper or electronic form) of personal information received from the STATE.
 - (2) The CONTRACTOR and any subcontractors shall maintain the files, books, and records that relate to the Contract, including any personal information created or received by the CONTRACTOR on behalf of the STATE, and any cost or pricing data, for at least three (3) years after the date of final payment under the Contract. The personal information shall continue to be confidential and shall only be disclosed as permitted or required by law. After the three (3) year, or longer retention period as required by law has ended, the files, books, and records that contain personal information shall be destroyed pursuant to chapter 487R, HRS or returned to the STATE at the request of the STATE.
32. Antitrust Claims. The STATE and the CONTRACTOR recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the purchaser. Therefore, the CONTRACTOR hereby assigns to STATE any and all claims for overcharges as to goods and materials purchased in connection with this Contract, except as to overcharges which result from violations commencing after the price is established under this Contract and which are not passed on to the STATE under an escalation clause.
33. Patented Articles. The CONTRACTOR shall defend, indemnify, and hold harmless the STATE, and its officers, employees, and agents from and against all liability, loss, damage, cost, and expense, including all attorneys fees, and all claims, suits, and demands arising out of or resulting from any claims, demands, or actions by the patent holder for infringement or other improper or unauthorized use of any patented article, patented process, or patented appliance in connection with this Contract. The CONTRACTOR shall be solely responsible for correcting or curing to the satisfaction of the STATE any such infringement or improper or unauthorized use, including, without limitation: (a) furnishing at no cost to the STATE a substitute article, process, or appliance acceptable to the STATE, (b) paying royalties or other required payments to the patent holder, (c) obtaining proper authorizations or releases from the patent holder, and (d) furnishing such security to or making such arrangements with the patent holder as may be necessary to correct or cure any such infringement or improper or unauthorized use.

34. Governing Law. The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the parties to this Contract, shall be governed by the laws of the State of Hawaii. Any action at law or in equity to enforce or interpret the provisions of this Contract shall be brought in a state court of competent jurisdiction in Honolulu, Hawaii.
35. Compliance with Laws. The CONTRACTOR shall comply with all federal, state, and county laws, ordinances, codes, rules, and regulations, as the same may be amended from time to time, that in any way affect the CONTRACTOR'S performance of this Contract.
36. Conflict Between General Conditions and Procurement Rules. In the event of a conflict between the General Conditions and the procurement rules, the procurement rules in effect on the date this Contract became effective shall control and are hereby incorporated by reference.
37. Entire Contract. This Contract sets forth all of the agreements, conditions, understandings, promises, warranties, and representations between the STATE and the CONTRACTOR relative to this Contract. This Contract supersedes all prior agreements, conditions, understandings, promises, warranties, and representations, which shall have no further force or effect. There are no agreements, conditions, understandings, promises, warranties, or representations, oral or written, express or implied, between the STATE and the CONTRACTOR other than as set forth or as referred to herein.
38. Severability. In the event that any provision of this Contract is declared invalid or unenforceable by a court, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining terms of this Contract.
39. Waiver. The failure of the STATE to insist upon the strict compliance with any term, provision, or condition of this Contract shall not constitute or be deemed to constitute a waiver or relinquishment of the STATE'S right to enforce the same in accordance with this Contract. The fact that the STATE specifically refers to one provision of the procurement rules or one section of the Hawaii Revised Statutes, and does not include other provisions or statutory sections in this Contract shall not constitute a waiver or relinquishment of the STATE'S rights or the CONTRACTOR'S obligations under the procurement rules or statutes.
40. Pollution Control. If during the performance of this Contract, the CONTRACTOR encounters a "release" or a "threatened release" of a reportable quantity of a "hazardous substance," "pollutant," or "contaminant" as those terms are defined in section 128D-1, HRS, the CONTRACTOR shall immediately notify the STATE and all other appropriate state, county, or federal agencies as required by law. The Contractor shall take all necessary actions, including stopping work, to avoid causing, contributing to, or making worse a release of a hazardous substance, pollutant, or contaminant, and shall promptly obey any orders the Environmental Protection Agency or the state Department of Health issues in response to the release. In the event there is an ensuing cease-work period, and the STATE determines that this Contract requires an adjustment of the time for performance, the Contract shall be modified in writing accordingly.
41. Campaign Contributions. The CONTRACTOR is hereby notified of the applicability of 11-355, HRS, which states that campaign contributions are prohibited from specified state or county government contractors during the terms of their contracts if the contractors are paid with funds appropriated by a legislative body.
42. Confidentiality of Personal Information.
- a. Definitions.
- "Personal information" means an individual's first name or first initial and last name in combination with any one or more of the following data elements, when either name or data elements are not encrypted:
- (1) Social security number;
 - (2) Driver's license number or Hawaii identification card number; or

- (3) Account number, credit or debit card number, access code, or password that would permit access to an individual's financial information.

Personal information does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.

"Technological safeguards" means the technology and the policy and procedures for use of the technology to protect and control access to personal information.

b. Confidentiality of Material.

- (1) All material given to or made available to the CONTRACTOR by the STATE by virtue of this Contract which is identified as personal information, shall be safeguarded by the CONTRACTOR and shall not be disclosed without the prior written approval of the STATE.
- (2) CONTRACTOR agrees not to retain, use, or disclose personal information for any purpose other than as permitted or required by this Contract.
- (3) CONTRACTOR agrees to implement appropriate "technological safeguards" that are acceptable to the STATE to reduce the risk of unauthorized access to personal information.
- (4) CONTRACTOR shall report to the STATE in a prompt and complete manner any security breaches involving personal information.
- (5) CONTRACTOR agrees to mitigate, to the extent practicable, any harmful effect that is known to CONTRACTOR because of a use or disclosure of personal information by CONTRACTOR in violation of the requirements of this paragraph.
- (6) CONTRACTOR shall complete and retain a log of all disclosures made of personal information received from the STATE, or personal information created or received by CONTRACTOR on behalf of the STATE.

c. Security Awareness Training and Confidentiality Agreements.

- (1) CONTRACTOR certifies that all of its employees who will have access to the personal information have completed training on security awareness topics relating to protecting personal information.
- (2) CONTRACTOR certifies that confidentiality agreements have been signed by all of its employees who will have access to the personal information acknowledging that:
 - (A) The personal information collected, used, or maintained by the CONTRACTOR will be treated as confidential;
 - (B) Access to the personal information will be allowed only as necessary to perform the Contract; and
 - (C) Use of the personal information will be restricted to uses consistent with the services subject to this Contract.

d. Termination for Cause. In addition to any other remedies provided for by this Contract, if the STATE learns of a material breach by CONTRACTOR of this paragraph by CONTRACTOR, the STATE may at its sole discretion:

- (1) Provide an opportunity for the CONTRACTOR to cure the breach or end the violation; or
- (2) Immediately terminate this Contract.

In either instance, the CONTRACTOR and the STATE shall follow chapter 487N, HRS, with respect to notification of a security breach of personal information.

e. Records Retention.

- (1) Upon any termination of this Contract or as otherwise required by applicable law, CONTRACTOR shall, pursuant to chapter 487R, HRS, destroy all copies (paper or electronic form) of personal information received from the STATE.
- (2) The CONTRACTOR and any subcontractors shall maintain the files, books, and records that relate to the Contract, including any personal information created or received by the CONTRACTOR on behalf of the STATE, and any cost or pricing data, for at least three (3) years after the date of final payment under the Contract. The personal information shall continue to be confidential and shall only be disclosed as permitted or required by law. After the three (3) year, or longer retention period as required by law has ended, the files, books, and records that contain personal information shall be destroyed pursuant to chapter 487R, HRS or returned to the STATE at the request of the STATE.